

# Aruna Swamy

Mumbai, Maharashtra

[arunaswamy3\\_mvi@indeedemail.com](mailto:arunaswamy3_mvi@indeedemail.com)

7826057830

To galvanize my knowledge and create a professional niche for myself in competitive world. Develop personally & professionally by adding value & contribution to the continual growth and success of the organization.

## JOB PROFILE

## Work Experience

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### **CRM and Admin**

Derik Motors (P) Ltd

April 2018 to Present

- Coordinate with team Leaders, Managers for reports.
- Coordinate with team of CRE for reminder, follow up calls.
- Preparing reports.
- Coordinate for RTO related works.
- Preparing Refund
- Coordinate with finance companies.
- Attending meeting with Managers & Directors.
- Taking Interview, Preparing Attendance reports, Payroll Process.
- Coordinate with Accounts Department for Bills, Vendors.
- Taking Stock report of vehicles, Stationaries.

### **Sr.Executive**

TSR Darashaw Limited

December 2011 to Present

till

September 2012.

- Preparing MIS of Fixed Deposit.
- Prepare Annual Report, Monthly report.
- Screening & Process the applications and forward to company.
- Reconciliation along with Bank statement.
- Preparing repayment, Premature of Fixed Deposit.
- Meeting with HOD, Managers, Company Managers.
- Coordinate with company persons, customers, Managers.
- Handling team

### **Operation Cum Admin Manager**

Shakti Equipments Pvt Ltd

October 2019 to April 2020

- Coordinate with sales team meeting for taking reports.
- Prepare Sales Quotation m Proforma Invoice as per company norms
- Coordinate with Logistic Departments, Accounts Department for Bills Payment

- Attending meeting with Managers, Directors.
- Taking Interview, Preparing Attendance reports, Payroll Process.
- Booking tickets for Directors, Managers.
- Coordinate with Bank for Loan Purpose as per directed by Director

### **Executive Assistant to Managing Director & General Manager in M**

s. Kodai Automobiles Limited  
February 2015 to March 2018

- Coordinate office management activities to aid Heads & Executives
- Compile & store all confidential documents related to the organization
- Take and record minutes of the meeting
- Screen incoming correspondence and ensure delivery to intended recipient
- Create and maintain a liason between executives
- Prepare meeting agendas and collect related materials
- Review and proof read documents for executives' signatures
- Oversee office budget and recommendations on office expenditure
- Monitor and respond to the MD's mail box
- Execute travel and accommodation of MD's and other Heads
- Proficient tracking and completion of all actionable items from the minutes captured
- Efficiently maintain MD's personal and official to do lists on daily basis
- Prepare reports by collecting information.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letter.
- Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
- Maintained office scheduling and event calendars.
- Managed office equipment and office space.
- Co-coordinating with finance team for the vendor payments.
- Established the administrative work procedures for tracking staff's daily tasks.
- Solving customer complaints
- Preparing Accounting vouchers, preparing reports related to accounts.
- Online Banking Transaction.

### **Sr.Asst**

LinkIntime India Pvt Limited  
October 2008 to June 2011

- Preparing MIS of Fixed Deposit.
- Prepare Annual Report, Monthly report.
- Screening & Process the applications and forward to company.
- Reconciliation along with Bank statement.
- Preparing repayment, Premature of Fixed Deposit.
- Meeting with HOD, Managers, Company Managers.
- Coordinate with company persons, customers, Managers..

## Education

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### **B.Com**

S.I.E.S. College of commerce & Economics - Mumbai, Maharashtra  
1999 to 2000

### **H.S.C.**

St. Xavier's college of Commerce - Mumbai, Maharashtra

### **S.S.C.**

S.I.W.S. high school - Mumbai, Maharashtra

## Skills / IT Skills

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- Ms- Office 2000, Tally5.4