



# Priyanka Hiremath

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## PROFESSIONAL SUMMARY

Successful Executive with 6 years of demonstrated ability in delivering mission-critical results. Offering outstanding communication and cross-cultural team management skills. Entrepreneurial attitude for optimal profitability. The ambitious team leader was adept at creating strategic alliances with organizational leaders and effectively aligning with and supporting key business initiatives.

## SKILLS

- Administrative Management
- Sales Promotion
- Program Optimization
- Problem Anticipation and Resolution

## WORK HISTORY

### ADMIN-EXECUTIVE

10/2021 to CURRENT

#### Valve Tech Industries | Navi Mumbai , India

- Evaluated expenses and set appropriate budget levels.
- Handle booking hotel/air tickets
- Handle other general procurement tasks: stationeries, phone billings, pantry supplies...
- Support HR/Admin Manager to organize and manage any staff activities.
- Perform other administration tasks assigned by HR/Admin Manager.
- Responsible for time and leave records management.
- Writes any memos, letters, any other correspondence and reports as the management needs.
- Responsible to planning / control the general cleaning of the office building with support of Internal / external cleaning sources.
- Drafted invoices for completed work.

### OFFICE EXECUTIVE

04/2017 to 03/2020

#### Lions Impex-Chi Am Agro PVT.LTD. | Mumbai , India

- Scheduled appointments for executives and members of management.
- Prepared letters, memos, faxes, forms, and interagency communication.
- Collaborated with communications office for design and production of promotional and support materials.
- Answered phone calls and directed inquiries to appropriate staff members.
- Coordinated deliveries of supplies and materials to proper recipients.
- Created reports for senior management and presented results during meetings.
- Provided hospitality and support to visitors and meeting attendees.
- Maintained client files and spreadsheets with office management software.
- Maintained computer and physical filing systems.
- Managed budgets, appointment scheduling, employee and event itineraries and accounts to improve productivity initiatives.
- Compared vendor prices and negotiated for optimal savings.

## EDUCATION

Master of Science | Computer And Information Sciences

03/2014

Jaikranti Science College, Latur

## HOBBIES

My Hobbies are making the rangoli and organizing office and family programs.