



KUNDAL JOSHI

Back Office Executive

Back office executive with 2 years of experience with excellent knowledge in office work and administration work.

✉ joshikundal222@gmail.com

📞 09408725936

📍 Rajkot, India

WORK EXPERIENCE

Back Office Assistant Fee Regularity Committee

12/2018 - 07/2020

Rajkot, Gujarat

The role of the committee, which comprises the chairman, is to prescribe the fee structure after looking at expenditure incurred by schools and collages with the aim of ensuring that students are not burdened by huge hikes.

Tasks

- Managed thousand of school file data entry.
- Typed a Gov . approved orders.
- Administration work.
- Assisted the Front Office team.
- Performed basic admin duties including printing, sending emails, and ordering office supplies.

Admin Assistant Utkarsh School Of Excellence

06/2017 - 02/2020

rajkot, gujarat

UTKARSH SCHOOL OF EXCELLENCE was established in 2011 and it is managed by the Pvt. Unaided. It is located in Urban area. It is located in RAJKOT CORPORATION block of RAJKOT district of Gujrat.

Tasks

- Handled the Documentation Verification process(Maintaining, Arranging, Mailing)
- Managed input of student attendance data.
- Arranged appointments, meetings and circulates agendas.
- Proficient in Microsoft Word and Excel.
- Strong experience in office administration.

Customer Care Assistant Sterling Hospital

02/2018 - 09/2018

Rajkot, Gujarat

Sterling Hospitals is the largest chain of corporate hospitals in Gujarat . It is owned and managed by Sterling AddLife India Pvt Ltd. In Ahmedabad it has 310 beds, 7 major operation theatres and 84 ICU beds.

Tasks

- Provided general information on services offered by the hospital.
- Direct guests, patients, relatives and vendors to the appropriate departments or staff.
- Handled all external & internal incoming calls across the hospital.
- Telephonic appointments for consultants are taken.
- Registered patients / customers,

EDUCATION

Bachelor of Commerce Saurashtra University

rajkot, gujarat

SKILLS

Customer Service



Organizational skills



Microsoft Office.



Network Administrative



Team Leadership



Data Management



Analysis



Processing of Projects



COMPUTER CERTIFICATION

CCC (02/2016)

- This **course** is designed to aim at imparting a basic level IT Literacy programme for the common man. This helps the **small** business communities, housewives, etc. to maintain their **small** accounts using the computers and enjoy in the world of **Information Technology**.

MS Office- A grade (12/2008)

- Provide hands-on use of **Microsoft Office** 2013 applications Word, Excel, Access and PowerPoint. Completion of the assignments will result in **MS Office** applications knowledge and skills. -Provide foundational or "computer literacy" curriculum that prepares students for life-long learning of computer concepts and skills.

GCC Typing Exam (01/2018)

- **Typing** speed test to improve **typing** speed. Basic **course** is designed to cover latest technology and software in the market which will help student to work in any environment. The proposed **course** designed such that the basic subjects of computer are covered precisely.

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Gujarati

Native or Bilingual Proficiency

INTERESTS

watching movie

play cricket

photography