

# ARCHANA FADATARE

Sr. Admin Executive



## ABOUT ME

Highly experienced Senior Admin Executive with 10+ years of experience in streamlining office operations, driving organizational efficiency, delivering cost savings and vendor relations. Proven ability to manage multiple tasks.

## CONTACT

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## EDUCATION

**MUMBAI UNIVERSITY**  
BACHELOR OF SCIENCE  
2010 - 2013

## SKILL

- Decision making
- Problem solving
- Time management
- Leadership
- Team work

## LANGUAGES

- English
- Hindi
- Marathi

## WORK EXPERIENCE

### DroneAcharya Aerial Innovations Ltd - Sr. Admin Executive 2022-NOW

- Greet and assist visitors and providing information
- Handling vendor relationships, negotiating contracts, and managing procurement of office supplies.
- Monitoring and managing office expenses
- Travel arrangements for employees and senior managers including ticket booking for Domestic & International travel, Visa processing, Cab booking and Hotel booking.
- Managing and organizing documents, reports and other administrative materials.
- Prepare and keep track all office administration reports such as pantry and stationery inventory, employee attendance record, photocopier, office telephone, IDD, newspapers and etc
- Assist HR in administrative-related tasks as needed
- Conduct regular inspections, identify maintenance needs, and coordinate repairs or replacements.

### Enviro Safety Pvt Ltd- Front Desk Administrator 2017-2022

- Answering phone calls and taking messages.
- Arranging meetings, appointments.
- Taking care of joining formalities of all joiners.
- Manage all travel & guest management.
- Book flight, bus & train tickets of employees as per requirement.
- Maintain telephone and electricity bill expenses.
- Monitoring & controlling all the activities of office boys, drivers & pantry staff.
- Manage all printed stationery (ID cards, Business cards, letterheads, envelopes etc).
- Maintain dispatch and received courier details sheet.
- Handling issues with respect to electricity, air-conditioners, water supply, carpentry, plumbing, canteen etc.

### Reliable Analytical Laboratories Pvt Ltd - Operation Executive 2016-2017

- Take follow up with customer for payment via emails & calls.
- Take follow up with customer for test report.
- Send quotation of sample on mail.
- Handle customer queries and provide service information to them.
- Handle walking customer.

### Global Vision, NGO - Customer Care Representative 2014-2016

- Raising funds for cancer patients.
- Building relationship with clients.