Kavita Joshi

Office Administrator

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PROFESSIONAL SUMMARY

Office administrator with 4 years of experience supporting a 120-person company with front desk, vendor coordination, travel, records and office budgets. Keeps the office running smoothly, cuts routine costs and handles confidential papers with care. Strong in MS Office, Google Workspace and clear communication with staff, visitors and vendors.

WORK EXPERIENCE

Office Administrator, Sahyadri Engineering Services Pvt Ltd — Jan 2022 – Present
Ahmedabad, India

- Manage front desk, visitor records, courier and meeting rooms for a 120-person office with an average of 35 visitors a day.
- Handle a monthly admin budget of Rs 6 lakh and cut stationery and pantry costs by 15% through bulk buying and vendor comparison.
- Book travel and hotels for 30+ trips a month and save about 10% on fares by planning five days ahead.
- Maintain vendor contracts for housekeeping, security and maintenance and renew each one on time with no service gap.

Administrative Assistant, Shah and Co. Chartered Accountants — Jun 2020 – Dec 2021
Ahmedabad, India

- Maintained client files, filed 400+ documents a month and built an index that cut search time to under 2 minutes.
- Prepared letters, meeting minutes and invoices in MS Word and Excel with very few corrections.

EDUCATION

B.Com, Gujarat University — 2017 – 2020
Ahmedabad, India | 74%

CERTIFICATIONS

Advanced Excel Certificate, Computer training institute — Mar 2021

Office Administration and Secretarial Practice, State technical education board — Feb 2020

SKILLS

MS Word, Excel, PowerPoint | Google Workspace | Calendar and meeting management | Travel booking | Vendor coordination | Records management | Typing (45 wpm) | Office budgeting | Email etiquette | Discretion

LANGUAGES

Gujarati	Native
Hindi	Fluent
English	Professional