

AARTI MISTRY

SENIOR ADMINISTRATIVE & OPERATIONS SPECIALIST

+91 9374159449

admistri02@gmail.com

PROFESSIONAL PROFILE

A highly resourceful and dependable Administrative Professional with over 15 years of diverse experience spanning tender operations, vendor management, corporate accounting, client relationships, and hospital administration. Proven track record of managing end-to-end workflows, GeM portal operations, and cross-functional team coordination with extreme precision and a customer-centric mindset.

PROFESSIONAL EXPERIENCE

Sr. Executive – Administrative Department | *Bvishal Oil & Energy Ltd* May 2025 – Apr 2026

- Analyzed data for onshore and offshore tenders, prepared documentation, maintained records, and uploaded submissions onto the **GeM Portal**.
- Resolved queries from vendors and manufacturing plants professionally via email correspondence and direct calls.
- Visited plant locations to meet technical teams regarding queries, changes, updates, and requirements.
- Prepared comprehensive daily operational reports and organized strategic meetings with clients.

Sr. Executive – Administrative Department | *Baywalk Venture LLP* Jun 2022 – May 2025

- Coordinated closely with the Gujarat Sales team to streamline provincial sales workflows.
- Processed and dispatched client orders efficiently while managing vital accounting operations.
- Handled accounting workflows including preparing official quotations, purchase invoices, and sales invoices.
- Maintained daily reporting metrics and structured regular administrative meetings with clients.

Customer Care Executive | *Zydus Hospital* Dec 2019 – Apr 2022

- Supervised indoor and outdoor patient billings and cash processing across all medical departments with accuracy and timely execution.
- Addressed complex patient inquiries, provided prompt resolutions, and effectively managed day-to-day administrative challenges.
- Coordinated smoothly with internal cross-functional medical teams to facilitate optimal care workflow.

Assistant Officer – Accounts Department | *India Infoline Ltd.* Jul 2007 – Nov 2012

- Managed comprehensive client payouts, pay-in checks, CMS entries, petty cash management, and DRF forms.
- Generated and maintained detailed monthly financial reports for internal auditing and record-keeping.
- Liaised with cross-functional business lines to ensure a smooth and highly efficient corporate workflow.

Back-Office Executive – Accounts Department | *Kotak Finance Ltd.* Mar 2005 – May 2007

- Handled structured client payouts, pay-in check entries, and CMS input protocols.
- Maintained rigorous monthly financial record summaries for internal administration tracking.

EDUCATIONAL QUALIFICATION

DEGREE / QUALIFICATION	INSTITUTION / BOARD	PASSING DETAILS
Bachelor of Commerce (B.Com) Gujarati Medium	S.L.U Commerce College, Ahmedabad Gujarat University	March 2003 Higher Second Class
H.S.C. (Class XII) Gujarati Medium	The Meghdip High School, Ahmedabad Gujarat Higher Secondary Education Board	1999 Higher Second Class
S.S.C. (Class X) Gujarati Medium	Shakti Vidhyalay School, Ahmedabad Gujarat Secondary Education Board	1997 Second Class

KEY SKILLS & STRENGTHS

- **Core Philosophy:** Driven by true dedication and operational passion.
- **Communication:** Exceptional interpersonal verbal and written communication with high convincing capabilities.
- **Software Knowledge:** Advanced proficiency in MS Office (Microsoft Word, Excel, and Power Point).
- **E-Portals:** Hands-on expertise managing and processing bids on the Government e-Marketplace (GeM Portal).

SEMINARS & TRAINING

- Attended specialized Equity & Debenture Awareness professional seminars.
- Successfully completed Franchisee Training Awareness seminars hosted by India Infoline Ltd.

PERSONAL DETAILS (BIO-DATA)

Date of Birth	9 December 1983
Gender	Female
Marital Status	Married
Languages Known	Gujarati, Hindi, and English
Interests & Hobbies	Cooking, Traveling, Reading religious literature, Watching documentaries (Discovery Channel) & Movies

Regards,

Aarti Mistry

Mob: +91 9374159449