

in shreedhar-kamble-760337114

• Date of birth: 10 August 1987

• Place of birth: Chikodi,Karnataka,India

• Nationality: Indian



SHREEDHAR KAMBLE

Accounts/Admin Assistant

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Block 5, Sulaibiya, Kuwait

PROFESSIONAL SUMMARY

I am an experienced Accounts/Administrative Assistant with over 4+ years of experience in providing accounts/administrative support in fast-paced environments. My biggest achievement has been streamlining the workflow process for my current employer, resulting in increased efficiency and improved customer satisfaction. I have excellent organizational and communication skills, as well as a strong attention to detail. I am adept at multitasking and managing multiple projects simultaneously, while maintaining a high level of accuracy. I also have strong computer skills and am proficient in MS Office Suite, with advanced knowledge of Excel. I am reliable, hardworking, take pride in my work and eager to contribute positively to the success of my team.

EXPERIENCE

• February 2020 - Now

Accounts/Admin Assistant

Kuwait Public Transport Company / Kuwait, Kuwait City

As an Accounts/Administrative Assistant at Kuwait Public Transport Company, I was responsible for providing efficient and effective support to the company's operations. This role required strong organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.

- Managed all administrative tasks for the company.
- Coordinated meetings and events for senior management.
- Maintained accurate records and databases.
- Supported various departments with their daily tasks & Accounts department.
- Managing expense reports, processing invoices, petty cash and tracking financial records.
- Handling incoming and outgoing phone calls, emails, and other forms of communication.
- Keeping track of office supplies and inventory, ordering new supplies when needed, and ensuring that the office is adequately stocked.
- Entering data into databases, maintaining records, and organizing files.
- Welcoming visitors, clients, or guests, and directing them to the appropriate personnel or department.
- Providing general administrative support to the team, such as preparing reports, drafting correspondence, and handling paperwork.

- March 2017 - April 2018

Officer-Rural Branch Operations / Cashier

Fincare Small Finance Bank / India, Chikodi

As an Officer-Rural Branch Operation/Cashier at FINCARE SMALL FINANCE BANK LTD in India, I had the opportunity to gain valuable experience and contribute to the success of the company. During my time at the bank from 2017-03 to 2018-04, I was responsible for managing branch operations and handling cash transactions for rural customers.

Responsibilities and achievements included:

- Customer service and account management.
- Cash handling and balancing.
- Supervising branch staff including day-to-day operations, customer service, and staff management.
- Ensuring compliance with banking regulations.
- Processing various financial transactions, such as cash handling, deposits, withdrawals, fund transfers, and loan disbursements.
- Evaluating loan applications, conducting credit assessments, and managing the loan portfolio to ensure timely repayment.

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- March 2013 - January 2017

Data Entry Clerk

Airtel / India, Chikodi

As a Data Entry Clerk at Airtel Telecom Sector, India from March 2013 to January 2017, I was responsible for accurately inputting and updating customer information into the company database. I also collaborated with other departments to ensure timely and efficient data management for various projects.

- Accurately input and update customer information.
- Collaborated with other departments for efficient data management.
- Maintained confidentiality of sensitive customer information.
- Assisted in generating reports and analyzing data.
- Ensured data integrity through thorough checks and audits.

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- January 2011 - February 2013

Office Assistant

Jain Irrigation Systems Ltd / India, Chikodi

During my time at Jain Irrigation Systems Ltd, I gained valuable experience as an Office Assistant. I was responsible for providing administrative support to the office, assisting with organizing and managing files and documents, and handling correspondence with clients and suppliers.

- Managed office supplies inventory
- Assisted in scheduling appointments and meetings.
- Maintained accurate records of incoming and outgoing mail.
- Contributed to creating a more efficient filing system.
- Provided excellent customer service to clients and visitors.
- Assisted in preparing presentations and reports.
- Worked collaboratively with team members on various projects.

- February 2010 - January 2011

Supervisor

Maharshi Motors Pvt Ltd / India, Chikodi

As the Supervisor at Maharshi Motors Pvt Ltd, I was responsible for overseeing the daily operations of the company and ensuring that all tasks were completed efficiently and on time. I was also in charge of managing a team of employees and providing guidance and support to help them excel in their roles.

- Managed a team of employees.
- Ensured timely completion of tasks.
- Provided guidance and support.
- Oversaw daily operations.

EDUCATION

- February 2006 - July 2009

Bachelor of Arts (BA)

Karnatak University / India, Chikodi

SKILLS

Microsoft Office
Expert

Organization
Expert

Communication
Expert

Problem Solving
Expert

Invoicing and Billing
Expert

Attention to Detail
Expert

Time Management
Expert

Data Entry
Expert

Document Preparation
Expert

Quick Learner
Expert

Positive attitude
Expert

Teamwork/Player
Expert

HOBBIES

- Photography
- Swimming
- Traveling
- Bike riding
- Cooking

AWARDS



Employee of the month

COURSES

- 2009

Diploma In Information Technology

Manipal Institute of Computer Education

LANGUAGES

- English
- Arabic
- Hindi