

## Cover Letter

Dear Hiring Manager,

I am writing to express my interest in joining your organization in a role that aligns with my skills and professional experience. With a strong background in administrative operations, calendar management, scheduling, coordination, and process optimization, I am confident in my ability to contribute effectively to your team.

In my previous role, I was responsible for overseeing daily office operations, managing schedules, coordinating appointments and meetings, handling travel logistics, and ensuring smooth workflow across teams. My expertise in time management, multitasking, and collaboration allows me to adapt to dynamic environments and support business functions efficiently.

I have attached my resume for your review. I would welcome the opportunity to discuss how my skills and experience can add value to your organization. Thank you for your time and consideration.

Sincerely,  
Aamir

 **9058905741** |  **aamir.official120@gmail.com**

 Current: **Greater Noida**, UP 203301 | Open to relocation

 LinkedIn: <https://shorturl.at/HBDcB>

## Professional Summary

Dynamic and results-driven administrative professional with a proven track record of optimizing operations, streamlining workflows, and driving organizational efficiency. Adept at managing complex calendars, coordinating high-level meetings, and ensuring seamless travel logistics. Skilled in vendor management, budget oversight, and facility operations while maintaining a structured and efficient work environment. Known for exceptional problem-solving, strategic planning, and cross-functional collaboration to enhance productivity and business performance. A proactive multitasker with strong time management skills and a keen eye for process improvement, committed to delivering excellence in fast-paced environments.

## Professional Experience

### Administration Manager

Sunstone Private Limited | Oct- 2021 – Present | Gurgaon

#### Administration Coordination:

- ✓ Managed daily office operations to ensure smooth workflow and timely task execution.
- ✓ Scheduled classes based on timetables and coordinated students' and professors' calendars.
- ✓ Organized travel arrangements for directors and campus heads, including flight bookings, hotel reservations, and accommodations.
- ✓ Handled documentation and performed various office administrative tasks.
- ✓ Prepared and submitted monthly expense reports for campus management to directors for approval.
- ✓ Collaborated with cross-functional departments (e.g., finance, operations, and marketing) to streamline operations.

#### Administrative Excellence:

- ✓ Oversaw petty cash management and efficiently maintained office pantry operations.
- ✓ Managed office supplies, including stationery, printer materials, and equipment for multiple campuses.
- ✓ Developed and monitored monthly budgets while tracking daily office expenses.
- ✓ Scheduled and coordinated appointments, ensuring efficient administrative operations.

#### Vendor Management:

- ✓ Prepared and monitored invoices, managed vendor relationships, and ensured timely delivery of goods and services.
- ✓ Negotiated pricing with vendors and managed invoices for office supplies and services.
- ✓ Prepared monthly expense reports for reimbursement and submission to the finance department.

#### Facilities Maintenance:

- ✓ Managed facility-related expenses, payments including office equipment, utility bills, and internet services.
- ✓ Coordinated with technicians for maintenance and repairs of AC units, lighting, smart TVs, projectors, and other electronic equipment.
- ✓ Supervised staff and external contractors to maintain a clean, safe, and functional office environment.

## Core Competencies:

- ✓ Calendar Management
- ✓ Scheduling Meeting
- ✓ Booking tickets, Travel coordination
- ✓ Vendor Management
- ✓ Facility Management
- ✓ Time Management & Multitasking
- ✓ Microsoft Office & Google Suite
- ✓ Budgeting & Expense Control
- ✓ Team Leadership & Collaboration
- ✓ Problem-Solving & Process Optimization

## Technical Skills:

- ✓ Microsoft Office (Excel, Word, PowerPoint, Outlook)
- ✓ Google Suite (Docs, Sheets, Drive, Calendar)
- ✓ CRM & Data Management (Zoho, Salesforce, LMS)
- ✓ Expense Reporting & Budget Tracking
- ✓ Email & Calendar Management (Outlook, Gmail)

## Education

PGDM, Asia Pacific Institute of Management | 2020

Bachelor of Commerce, MJPRU Rohilkhand University | 2017

## Certifications

- ✓ Advanced Excel & Google Suite Tools

## Key Strengths

- ◆ Flexibility & Adaptability: Thrive in dynamic environments, quickly adapting to changes.
- ◆ Time Management: Skilled at prioritizing tasks to meet tight deadlines.
- ◆ Active Listening & Collaboration: Foster strong team communication.
- ◆ Continuous Learner: Proactively upskill to stay ahead in the industry.

## Languages

English | Hindi

## Interests

- Internet Research | Analytical thinking

## References

Sudhir Kumar - Senior Manager Operations, Sunstone Private Limited

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