



Komal Gingala

Administration Executive

PROFILE SUMMARY

1. Front desk management ,team handling,stationery management,
2. Documentaion management
3. HR support
4. Couriers Management
5. Tracking field Employees
6. Financial Task
7. Record Keeping
8. Attendance Management

EDUCATION

- 2021 B.A
Delhi University
- 2015 XIIth
English
- 2013 Xth
English

WORK EXPERIENCE

- Dec 2024 - Present Administration Executive
Rex
 - Managed office operations and provided administrative support to senior management
 - Coordinated meetings, travel arrangements, and maintained executive calendars
 - Streamlined document management system, resulting in a 20% increase in efficiency
 - Managed sales team by overseeing attendance and tracking performance using tools like Uonolo
 - Supervised and optimized sales team attendance to ensure maximum productivity and efficiency

PERSONAL INFORMATION

- Email
komalgingala67@gmail.com
- Mobile
(+91) 9711522480
- Total work experience
4 Years 0 Month

KEY SKILLS

- attendance management
- follow ups
- attending outgoing calls
- front office management
- tracking
- administration work
- office coordination
- Cordination with staff
- HR Administration
- HR Assistant
- Time Management
- Team Management
- Field employee tracking

OTHER PERSONAL DETAILS

- City
New Delhi
- Country
INDIA

LANGUAGES

- English

Dec 2023 - Dec 2024

Front Office cum Administration

Realply industry

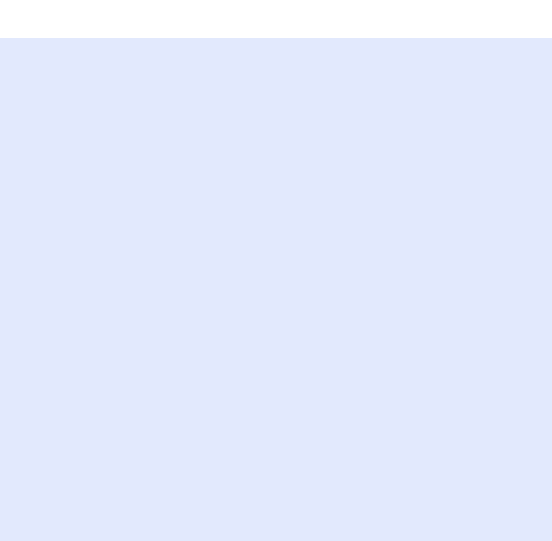
- 1.Overseeing the day-to-day functioning of an office or department, ensuring smooth operations, and managing office supplies, equipment, and resources.
2. Handling communication between staff, management, and external parties, such as clients, customers, or vendors. This can involve managing emails, phone calls, and scheduling meetings.
3. Maintaining accurate and organized records, files, and documentation, such as employee records, financial documents, or customer data, in both physical and digital formats.
4. Managing calendars, organizing meetings, appointments, and travel arrangements for team members or executives.
5. Assisting with budgeting, invoicing, payroll, and other financial tasks, ensuring that the organization stays within budget and financial procedures are followed.
6. Assisting in recruitment, onboarding, and training new employees, as well as helping with employee relations and performance evaluations.
7. Ensuring that the organization follows its policies and procedures and making sure employees are informed about and comply with them.
8. Identifying areas for improvement and providing solutions to enhance efficiency and effectiveness in office operations.
9. Serving as a point of contact for internal or external customers, answering inquiries, and resolving complaints.

Apr 2022 - Dec 2023

Front office cum cordination

unique display

- Managed front desk operations and provided administrative support
- Greeted and assisted visitors in a professional and friendly manner



- Handled incoming calls and directed them to appropriate personnel

- Scheduled appointments and managed meeting room bookings

Jul 2020 - May
2022

Bancassurance Officer

Tata AIA Life Insurance