

# JEEVIKA ROHAN KADAM



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Married

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31/B, Aadarsh Gharkul SRA, Near  
GTB Monorail station, Sion Koliwada,  
Mumbai - 400 037.

## PROFILE

Dynamic and detail-oriented professional with extensive experience in MIS coordination, administrative support, and executive assistance. Proficient in Advanced Excel and Tally 9.0, with a proven track record in streamlining operations and enhancing decision-making processes. Seeking to leverage my expertise and adaptability to excel as an MIS Executive, MD's Assistant, or in a similar capacity.

## EXPERIENCE

### **Newage Fire Protection Industries Pvt Ltd Group, Sales Co-Ordinator**

**June 2025 - Present**

## KEY RESPONSIBILITIES

- Identifying and reaching out to potential fire protection equipment companies across Middle East and African markets with company introduction emails.
- Preparing and submitting accurate and competitive quotations for fire protection equipment to clients.
- Maintaining systematic documentation and filing of all quotation-related records.
- Managing online tendering activities through K-Tendering and Ivalua - Bid platforms for NewAge Fire Protection.
- Coordinating with the factory team to ensure timely preparation and sharing of packing lists and dispatch details.

### **Delta Group, Senior Executive 2019-2023**

Coordinator with Engineers for site inspections across PAN India, monthly billing details, raising invoices, and Admin cum Senior MIS Executive tasks.

#### **KEY RESPONSIBILITIES**

- Preparation and analysis of MIS reports to support decision-making processes.
- Data management, validation, and reporting for seamless business operations.
- Ensuring accuracy and timeliness in data presentation.

### **Delta Group, MD's Assistant June 2024-2025**

#### **KEY RESPONSIBILITIES**

- Coordinating schedules, appointments, and meetings for the Managing Director.
- Handling confidential correspondence and maintaining confidentiality in all matters.
- Preparing the MD's monthly report and conducting weekly follow-ups with the Sales head, HR team, and Operations team.
- Paying the mobile recharge for all family members of the Managing Director and also handling the e-bill for his Godown.
- Assisting as the personal assistant to the Managing Director.

### **CA Pushkar Patil & Co., MIS Executive 2015-2019**

- Assisted in financial analysis and reporting.
- Managed client accounts and ensured compliance with accounting practices.
- Utilized Tally 9.0 for efficient bookkeeping and financial data management.

#### **TECHNICAL SKILLS**

- Advanced Excel (Pivot Tables, VLOOKUP, HLOOKUP, Macros, etc.)
- Tally 9.0
- Data Analysis and Reporting

## PERSONAL ATTRIBUTES

- Detail-oriented and organized.
- Strong communication and interpersonal skills.
- Proactive and solution focused.

## LANGUAGES KNOWN

- Marathi
- English
- Hindi
- Kannada

## DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

### DATE:

**PLACE:** Mumbai

### SIGNATURE:

**JEEVIKA KADAM**