



ARBAZ NADGAONKAR

OFFICE ADMINISTRATION | SALES & RETAIL |
IT SUPPORT | CUSTOMER SERVICE

CONTACT

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NATIONALITY

Indian

VISA STATUS

Visit Visa till 18/12/2025

AVAILABILITY

Immediate

SKILLS

- Administration & Record Management
- Communication & Coordination
- Time Management & Problem-Solving
- Attention to Detail
- IT Support & System Configuration
- Data Entry & Documentation
- MS Office & Google Workspace
- AI Tools
- Customer Service & Sales Support
- Inventory Management

LANGUAGE

English, Hindi, Marathi

DRIVING LICENSE

LMV, MCWG (Indian)

REFERENCES

Available upon request

PROFESSIONAL SUMMARY

Tech-savvy and detail-oriented Administrative & Office Coordinator with over 6 years of experience in delivering high-quality customer service, managing office communications, providing IT support, assisting sales teams, coordinating urgent requirements, and maintaining accurate documentation. Demonstrates strong capability in multi-department coordination and ensuring smooth operational workflow.

WORK EXPERIENCE

Office Coordinator | Jami Jamat Khed | Khed, India | Jan 2022 – Oct 2025

- Oversaw daily administrative and operational functions for a non-profit organization.
- Managed office inventory and supplies to maintain smooth workflow.
- Maintained a professional and welcoming front-office environment.
- Streamlined office programs and record management to enhance efficiency.
- Liaised with ambulance drivers & doctors to coordinate patient transport and ensure vehicle maintenance.
- Supported management with various administrative and ad hoc tasks.

Sales Associate – Oil Counter | Kammakashi Petroleum Centre | Khed, India | Nov 2020 – Jan 2022

- Assisted customers with selecting and purchasing engine oils and lubricants, ensuring excellent service.
- Handled POS billing, cash transactions, and daily sales reports with accuracy.
- Ensured timely response to customer needs and maintained excellent service standards.
- Monitored stock levels, restocked inventory, and coordinated with suppliers as needed.

IT Coordinator | Technosteel Commercial Kitchen Equipment Pvt. Ltd. | Mumbai, India | Aug 2019 – Oct 2020

- Maintained and supported IT systems and peripherals for smooth operations.
- Installed and configured operating systems and antivirus software.
- Conducted data backups and ensured information security.
- Collaborated with vendors to procure cost-effective IT solutions.

EDUCATION

B.Sc. in Computer Science | University of Mumbai | June 2016 – June 2019