

# RONAK VARDE

BACK OFFICE EXECUTIVE

## PROFILE

A **Back Office Executive** is responsible for handling the administrative, operational, and coordination maintaining records and documentation, preparing reports, handling data entry, coordinating with different departments, managing emails and correspondence, supporting billing and purchase activities, multitasking individual who can support the company's internal operations efficiently.

## CONTACT

- PHONE:  
6358153800
- ADD: 101, Hastgiri App,  
Gandhi Chowk, Near Lake  
Garden, Katargam, Surat -  
395004
- EMAIL:  
Ronakvarde2525@gmail.com

## HOBBIES

- Reading
- Outdoor activities
- Roaming in nature
- Travel

## SKILLS

- Multitasking Skills
- Project Management Skills
- Creative Problem Solving  
Skills
- Analytical Thinking Skills

## LANGUAGE

- English
- Hindi
- Gujarati

## EDUCATION

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**12th, M.S VIDYA  
MANDIR, THARAD  
(May 2016 -May  
2017)**

**B. Com, Gujarat University  
(Aug 2017 - Jun 2020)**

## EMPLOYMENT HISTORY

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### **ANSA CLINIC.**

May-2023 to Jan-2024

### **Ramdev Resins PVT LTD**

FEB-2024 to August-2025

### **Siddhivinayak**

#### **Infrastructure**

Nov-2025 To Mar- 2026

## SOFTWARE PROFICIENCY

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- MS WORD
- MS EXCEL
- MS POWERPOINT
- Accounting & Financial Reporting Systems
- Billing & Invoicing Software
- Data Entry & Record Management Systems
- Email & Office Coordination Tools