

Pandya Maheswon

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OBJECTIVE

To contribute to an organization's success through the use of my exceptional customer service and managerial skills

QUALIFICATIONS

- Seven years managerial and administrative experience
- Exceptional versatility and adaptability managing people and work flow.
- Superlative communication and team-building skills in the moment and long term planning.
- Ability to manage multiple tasks in a pressured environment and create a calm and productive environment.

PROFESSIONAL SKILLS

CUSTOMER SERVICE AND SALES SKILLS

- Interacted with clients and utilized excellent organizational skills to arrange and coordinate special events that include weddings, receptions, and holiday parties, as well as everyday lunch and dinner planning
- Delivered excellent customer service and conducted in-house sales promotions while functioning as food/beverage server, and hostess
- Oversaw daily sales operations at country club

MANAGERIAL AND SUPERVISORY SKILLS

- Proved multi-tasking abilities by scheduling and supervising staff consisting of up to 50 kitchen, bar staff, and food servers as clubhouse assistant manager at country club and simultaneously serving as pool manager and swim instructor
- Served as right hand to lead managers of entertainment company in an administrative assistant capacity

QUANTITATIVE SKILLS

- Completed and submitted invoices and process for payments
- Handled expense reports with account summaries; daily, weekly, monthly and annual
- Consistently entrusted with responsibility for sums of money up to \$100,000.
- Demonstrated knowledge of and accountability for payroll and employee records, daily sales operations, and profit and loss statements, including inventories, labor, petty cash, bank deposits, change orders, and bank deposit verifications
- Managed petty cash, payroll, inventory, member statements, accounts receivable, and payable

COMPUTER SKILLS

- Proficient in; Microsoft Office, Visio, WordPerfect, Lotus 1-2-3, Peachtree, Microsoft Publisher, ClarisWorks, First Choice, First Publisher for, spreadsheet, and graphic design, including correspondence, reports, procedure manuals, and presentations
- Create and distribute a variety of reports using Access and Excel.

EMPLOYMENT HISTORY

Director of Special Projects, Blue Ribbon Technologies, Inc., San Jose, CA, April 2002 - present
Office Manager, City of Entertainment, San Francisco, CA, January 2000 - April 2002

EDUCATION

Bachelor of Arts, Sociology

California State University, East Bay, Hayward, CA

AFFILIATIONS

Vice-President, American Association of Professional Administrators, Pasadena Chapter