

# RUTU SAWADAKER

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## SUMMARY

Multifaceted professional with over 15 years of cross-functional experience in travel operations, airline coordination, administrative management, digital marketing, and international customer service. Adept at handling complex visa documentation, ticketing logistics (domestic and international), data recording, and staff management. Demonstrates a strong ability to streamline operational systems and enhance organizational efficiency. Skilled in multilingual translation, SEO strategies, and inventory regulation. Blending corporate discipline with spiritual expertise in Tarot, Vaastu, and holistic wellness consulting.

## SKILLS

|                                                                              |                                                       |
|------------------------------------------------------------------------------|-------------------------------------------------------|
| Airline Ticketing Systems (Amadeus, SITA)                                    | Visa Documentation & International Travel Formalities |
| SEO Tools & Techniques (Blog Posting/Video/PPT Sharing/Directory Submission) | Front Desk & Administrative Coordination              |
| Staff Duty Management & Scheduling                                           | Bank Reconciliation & Import/Export Entry Systems     |
| Microsoft Office Suite (Excel, Word, PowerPoint)                             | Data Entry & Digital Record Maintenance               |
| Multilingual Translation: Gujarati–English                                   | Inventory & Purchase Register Handling                |

## EXPERIENCE

### Care Giver / Care Taker

#### Super Patient Care

03/2025 - Present    Ahmedabad, India

- Assisting patients with mobility support, personal hygiene routines, medication administration, and nutritional needs
- Monitoring vital signs, documenting health changes, and coordinating with healthcare providers
- Utilizing assistive tools and techniques to improve patient comfort and independence
- Maintaining infection control standards and ensuring sanitary environments
- Providing emotional companionship, cognitive stimulation, and daily activity engagement
- Supporting family members with health updates, therapy recommendations, and well-being practices

### Manager - Retail & Administrative Operations

#### Aljanoob Company

03/2016 - 12/2020    Muscat, Oman

- Maintaining comprehensive digital records of inventory, sales, and procurement schedules
- Performing all bank-related documentation, reconciliations, and transaction monitoring
- Administering import/export entries and ensuring compliance with customs documentation
- Managing customer interaction, resolving escalations, and ensuring satisfaction
- Allocating duties, supervising staff schedules, and monitoring leave records
- Achieved a 17% improvement in product stock rotation efficiency by restructuring internal workflows

### SEO Executive

#### DiscoverSEO

06/2013 - 06/2015    Ahmedabad, India

- Executed end-to-end SEO campaigns: directory submissions, blog and forum postings, social bookmarking
- Developed and shared multimedia content including video, PDF, and PPT assets to increase site engagement
- Monitored ranking analytics and improved targeted page visibility by over 23%
- Created keyword-based content strategies and performed backlink analysis

### Travel Desk Coordinator

#### Doshion Ltd

06/2011 - 07/2013    Ahmedabad, India

- Processing bookings, reconfirmations, and e-ticket issuance for rail and international travel
- Coordinating with travel agents for visa processing and documentation
- Monitoring budget allocations for corporate travel expenses
- Recording all travel activity and budget deviations accurately in Excel-based logs

## EXPERIENCE

### Office Administrator

Saudi Airlines (GSA)

04/2008 - 03/2011 Ahmedabad, India

- Conducting manual and automated ticket bookings using the SITA system
- Monitoring visa expiry dates and travel eligibility
- Managing accounting entries and financial logs for ticket issuance
- Coordinating communication with agents and delivering real-time fare and tax updates

### JOSHI TAROT CARD READER

From last 10 years

- Conduct Tarot Readings:** Provide insightful, accurate tarot card readings for clients seeking guidance on relationships, career, finances, and personal growth
- Client Interaction:** Build trust and rapport with clients through empathetic communication, active listening, and professional demeanor
- Spiritual Guidance:** Interpret cards intuitively and symbolically to offer spiritual insights and practical advice tailored to each client's unique situation
- Session Management:** Maintain confidentiality, manage appointment schedules, and ensure a calming, welcoming environment during in-person or online sessions

## EDUCATION

### Bachelor of Commerce

The Global Open University Nagaland

11/2011 Sikkim, India

## SPIRITUAL & WELLNESS EXPERTISE

- Certified Tarot Card Reader
- Pendulum Dowsing Specialist
- Crystal Healing Practitioner
- Numerologist with personalized consultation experience
- Vaastu Consultant for residential and commercial energy balancing

## LANGUAGES

English  
Proficient



Gujarati  
Native



Hindi  
Native

