Pranali

#### Objective

To obtain a challenging position in Hr /Administrative field with opportunity for professional career growth and office management in a highly dynamic work environment.

#### Career Profile

* **7 years of experience in Government organization HAL, (Under Defense Ministry) as Administrator as on 30.03.2007 to 30.02.2015.**
* Handled high Changing work with an appropriate output.
* Demonstrated ability to provide administrative services to senior managers.
* Ability to handle and perform all Administrative duties.
* Sound ability to keep track of records and files.

#### Skills:

* Able to work independently and perform Administrative assignments.
* Depth ability to operate office equipments.
* Excellent service and phone skills.
* Good communication and writing skills.
* Strong ability to recognize differences among data, objects, facts and material.
* Ability to work independently and within a team.
* Knowledge of filing and record keeping.
* Ability to perform complex data entry tasks.
* Excellent ability to greet visitors, to handle phone calls and to give information to customers and visitors.
* Able to follow written and oral instructions.
* Computer literate.

#### Work Experience

30.03.2007to 30.02.2015: HAL Division as Administrator.

* **HAL Division is large organization with different work sector; I have worked in different sectors which are as follows: Personnel and Administration Department , GM (AMD) Employee ,Relationship Department, Public Relation Department , Hospital in Registration Department , Indigenization , Library section**

**Duties:**

* Maintaining corporate office letter.
* Maintaining Monthly Retirement records.
* Checking Documentation at the time of recruitment.
* Conducting Interview and Induction of new comers.
* Assisting head of department for the development of employees.
* Source of Candidate through Recruiting Via the Internet / Advertising / Employment Agencies / Executive Recruiters / College Recruiting and Head Hunting. Forecasting Trend Analysis and Ratio Analysis.
* Ensure legal compliance and consistency in managing employee issues
* Investigate complaints in cases of violation of company HR policies
* Maintaining Official GM Letters.
* In warding and out warding Official GM Letters.
* Arrangement of daily Official Meeting with GM.
* Maintaining Official GM Files.
* Co-ordination with GM and Other officers/vendors/visitors for further program meeting scheduled.
* Providing Medical card.
* Looking for the approval of Passport.
* Approval for official foreign trips.
* Online updating any changes in Surname with special approval.
* Looking for conveyance allowance.
* Maintaining VIP Visits.
* To Provide Gate Pass Approval for Visitors.
* Foreigner Visitors clearance.
* To preserve Medical Book Record of an Employee.
* Maintaining file for Outdoor patients.
* Maintaining and Updating OPD patient's record.
* Providing computerized appointment to patients.
* Department Hygiene.
* Supervised junior in their various duties.
* Duties such as receiving telephone calls, word processing, receiving and directing visitors, filing and faxing are done.
* Administrative and office activities for multiple supervisors are performed.
* Replied to incoming request and put preliminary work in play.
* Trained and supervised to other support staff
* Performed a variety of Internet research functions.
* Other duties are done as needed.
* Keeping record of total book available in library.
* Keep a record of no of books issued and received by using computer library software.
* Maintaining defaulters list and imposing fine from the salary according to official procedure.
* Preserving attendance record of the staff.
* Keeping record of magazines and issuing to members those who are registered with library section.
* Registering new members with official procedure and checking with proper documentation.

#### Educational Background

Bachelors Degree in Computer Science in the year 2006.

MPM (Master in Personnel Management) in the year 2015.

#### Computer Skills

* Knowledge of Windows, MS Office (MS Excel, Access, Power Point), Fox Pro, Internet and Outlook Express.
* Programming Software: PASCAL, DATA STRUCTURE,C,C++, PHP, JAVA.
* Professional Degrees in Computer Science.

#### Hobbies

* Gardening and Dancing.

#### Personal Particulars

* Date of Birth: 23rd November 1981
* Languages Known: English, Hindi and Marathi

#### References

* Will be furnished upon request.

#### Job Seeker First Name / CV No: 611460

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