

**Swapna**

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**OBJECTIVE:**

Looking forward for a long and faithful association with organization that would widen my scope of knowledge so as to benefit the organization’s growth and my personal achievements for a suitable position with a reputable and ambitious company.

**PERSONAL SUMMARY:**

A highly competent, motivated and enthusiastic HR Administrative with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

**WORK EXPERIENCE:**

**As an Administrative HR Executive in NOVATIUM SOLUTIONS PVT LTD from December 2011 – Present**.

* Working as part of a team and supporting the HR Administration Manager .Responsible for the process of HR Recruitment and Administrative duties of the office.
* Recruiting – Check applications prior to the short listing process and organizing interviews, oversee the preparation and distribution of interview packs, responsible for meeting and greeting interview candidates.
* Managing the personal records and ensuring all are kept up to date.
* Employee portal – Staff Leave management and calculating outstanding Annual leave and Staff Mediclaim policies.
* Employee Induction – Communicate new employees to appropriate colleagues to ensure facilities and equipment are readily available and ensure new employee receive induction packs and associated information on their first day of employment.
* Payroll processing to consultancy– Reimbursement, Staff attendance and Claims.
* Employee Quarterly Work plan process and coordinating with particular departments and Appraisal processing.
* Employee Welfare Activity like Get together parties, Team Outing, etc.,
* Facility Management – oversee and supervise office assistants, pantry person, Security & Housekeeping. Organizing meeting with clients and vendors.
* Coordinate and approve administer about business travel, itineraries, and accommodation (Domestic, International, including visa arrangements)
* Monitoring inventory, office stock and ordering supplies as necessary. Responsible for purchase orders and invoice tracking. Procurement of Marketing supplies like printing Letter Heads, Business cards, Updating, processing.
* Administrative functions including filing of all documents, Renewal of Insurances and AMC maintenance. Office Lease, CAM, Utility, contracts, Agreements, managing Car and two wheeler parking slots for Staffs, and handling petty cash.
* Budget planning, Processing and approving Vendor Bills, Office communication bills and other expense to Finance Department.

**Worked as an Administrative Officer in Shadows Ltronix Systems, Adyar, Chennai from March 2009 to November 2011**.

* Able to of Office items.
* Administration – Travel, Communication, Housekeeping, Security. Procurement record maintenance, Induction, Leave management.
* Monitoring of outsourced activities and Annual Maintenance Contracts (AMCs)

 Organizing meetings/conferences etc.

* Conducting extracurricular activities.
* Supervise and maintain hygiene & sanitation in the Cafeteria premises.
* Maintenance of Equipment.
* Petty Cash handling.

**Worked as a Student Coordinator from March 2004 to April 2005 in STC Technology, Chennai.**

* Counseling Students and explaining them about the course offered in the institution.
* Allocating new batches and coordinating with Faculty about batch timing and update the course details.
* Student record maintenance and issuing ID cards.
* Extra-curricular Activities
* Office Maintenance includes cafeteria, Housekeeping and security.

**Worked as a Service Coordinator from July 2001 to January 2003 in Multilink Systems, Chetpet, Chennai.**

* Attending calls from Customers to service the products.
* Allocating service calls to Service Engineers and coordinating with them about the work.
* AMC Maintenance for all equipments in the office.
* Meeting and coordinate with the customers.
* Product record Maintenance and coordinating with the sales team about the products new version.

**KEY SKILLS AND COMPETENCIES:**

* Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure, multi task and manage conflicting demands.

**ACADEMIC QUALIFICATION:**

* Bachelor of Electronic Science (B.E.S) in Mar Gregorius College, Madras University, Chennai. April 2001.
* Post Graduate Diploma in Computer Application (PGDCA) Chennai. November 2001.
* XII – Science group from St.Thomas Matriculation Higher Secondary School, Chennai.

 April 1998

* S.S.L.C from St.Thomas Matriculation Higher Secondary School, Chennai. April 1996

**HOBBIES:**

 Dancing, Listening Music, Travelling.

**KNOWN LANGUAGES**:

English, Telugu, Tamil, Hindi.

 **Declaration**

I ensure that the information facts stated above are true to best of my knowledge and belief.