**First Name of Application CV No 1625652**

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**Career Objective:**

To work in an organization where I can utilize my knowledge and skills to make significant contribution to the organization’s growth and development and in turn get an opportunity to gain exposure and expertise that would help me build a strong and successful career.

**COMPUTER SKILL SET**

|  |  |
| --- | --- |
| **Operating Systems** | Windows 98 / XP, Outlook 2013, Lotus Notes |
| **Office Applications** | MS Office – Word, Excel 2013, 2010 & 2007, Power Point, Internet & E-mail, PRISMA, SAP R2, Ace Tool and Siebel. |

**Educational Qualifications**

* Completed **Post Graduation Diploma in Business Management specialization in HR** From Symbiosis Institute, Pune with First Class year 2012.
* Passed B.COM with First Class from Mumbai University Year 2008.
* Passed H.S.C with First Class from Mumbai Board Year 2005
* Passed S.S.C with First Class from Mumbai Board Year 2003
* Completed **Diploma in Hospitality** with Grade A Year 2006

**WORK EXPERIENCE:**

**Currently Working with Signature Group International ((From June 2015)**

**Designation: Front Office Executive cum Admin Coordinator**

*PROFILE:*

* Welcome visitors by greeting them in person or on the telephone; answering or referring enquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Coordinating incoming and outgoing mail, packages, and deliveries
* Assist in the planning and preparation of meetings, conferences and conference.
* Maintain an adequate inventory of office and pantry supplies, Managing and keeping record of the pantry and pantry staff.
* Assist Executives and other staff as requested
* Maintaining Attendance for staff
* Supervising Housekeeping department, preparing Roaster and log book for them.
* Making Travel and Hotel Booking for CEO, guest and for the staff
* Create, maintain, and update hard copy trip files for all travel
* Enter information provided by staff into the database and maintain travel database
* Assist in processing visa forms and obtaining visas from foreign embassies, including coordinating with regional and program staff to obtain letters of invitation from regional offices
* Identify most suitable as well as best quality service with reasonable possible rates.
* Updating and organizing employee Database regarding their leaves, travel and medical insurance.
* Provide administrative support including screening of telephone calls, taking messages, management of travel calendar & email account.
* Scheduling and setting of meeting, checking and writing emails, drafting correspondence, document editing, and research. Filter emails, highlight urgent correspondence and print attachments.
* Coordinate and Negotiate with Vendors for the supply of office materials.
* Responsible for coordinating and maintaining relations by serving as the point of contact for on-going communications.
* Organizing and coordinating all meetings.
* Screening and conducting Interviews.
* Coordinate and assist with creating expense reporting.
* Acts as a liaison and maintain relationships with individuals outside of the organization including, clients, Suppliers and other Companies.
* Assist in organizing special events and meetings, including the selection, inspection, and booking of facilities and equipment, and other activities on an as needed basis.
* Keep and maintain an accurate record of papers and electronic correspondence.
* Preparing and maintaining records like Employment Contract, Appointment Letter, maintain Employees Database, Trade license, Tenancy contract etc.
* Handling Petty cash of the company.
* Maintaining forms such as cash advance form, wages card, Petty cash voucher, passport requisition form, salary increment form etc.

**Organization: Gulf Express Group Dubai (From Oct 2014 till April 2015)**

**Designation: Secretary to Chairman**

*PROFILE:*

* Managing day-to-day activities like attending telephone calls, emails, faxes and post on behalf of Chairman.
* Planning & Scheduling Meeting appointments of Chairman.
* Preparing Agenda’s, Minutes of the Meeting.
* Organizing and storing paperwork, documents and computer-based information.
* Preparing Reports of Patients in Excel.
* Filing of all the Documents, Like Tenancy Contract renewal, Commercial License Renewal.
* Ordering and maintaining Stationery and equipment for the Office.
* Managing Petty Cash for the Office.
* Follow up with the Third party regarding payments.
* Recruiting, training and supervising junior staff and delegating work as required.
* Preparing Commission report for the company.
* Shortlisting candidates from the database
* Conducting and taking interview
* Preparing Salary, WPS, appointment Letter, Confirmation Letter for the entire Staff.
* Collecting and arranging documents for the visa & Labour Card processing.
* Undertake other duties such as banking, credit control or payroll functions.
* Arranging international travel/stay for the Chairman and Guest as requested.
* Payment of Rent of office, Bank payment, Telephone bill expenses.

**Organization: TATA CONSULTANCY SERVICES (INDIA) from Nov 2008 till Aug 2014**

**Designation: Business Process Lead**

*PROFILE:*

**Operational and Executive Assistant:**

* Doing Online Approvals on the intranet applications on behalf of the Delivery Head of the Department (ABN AMRO Account)and Senior Manager for their sub-ordinates for their various requests, such as; Travel, Leave Request, Tele bill, Expense, GPS etc. with prior mail approval from them.
* To manage documents of the delivery head in the Systems.
* To edit the format of documents on behalf of Associate Directors whenever required.
* Handling Client Visit Management (Foreign Delegates) from booking of Hotel, Dealing with the Travel Team, Booking of Conference Room, and Conducting Meeting for Clients and management.
* Organize the details of special events, Travel arrangements, corporate agendas and itineraries.
* Fixing appointments, sending Meeting Requests, booking VC / C-Port Calls at different location.
* Admin Support services, viz. Conference / VC rooms / Meeting Room bookings, arrangements for

VC / C-port Calls in co-ordination with help desk, Travel logistics – passport, visa, tickets, insurance, forex, hotel Arrangements. Booking time, re-imbursements of telephone / mobile bills, business expense claims, expense report statements GPS requests and approvals for various procurements done, service requests, etc.

* Doing RMG (Resource Management Group) work on the Ultimatix Application like - Tagging, JR-Job Requisition, SO-Service Order related work for the Domain
* Line Management Activities like Allocation of resources, Billing of all the associates, Creation and updating Internal Tracker, SCRMC Reports, Monthly Invoice Reports, Leave Allocation, Business Vital Sheet, Associate wise report, Approving and Entering Timesheet on behalf of employees.
* Publishing Daily Report like Problem Dashboard, SF SLA, Change Management Report for Senior Management Team.
* Presenting Reports on Release/Resign Report which needs to be presented in front of Auditors
* Actively Participation during Audit such as Gathering of Data with proper evidences.
* Was Information Security Coordinator for the Project ABN AMRO
* Assisting HR for conducting presentations on new updates, policies and benefits.

**Process: Dow Chemical Limited**

**Role: Accounts Receivable Specialist**

*PROFILE:*

* Preparation of Credit notes and Debit notes on the Customer Invoices through SAP Application
* Doing adjustments on commercial invoices under widely variable scenarios as: price corrections, product quality claims, quantity claims, transport and demurrage costs, custom/port duties, freight costs.
* Performing Quality check of all Sales Adjustment, documents i.e. Credit/Debit notes created by team subordinates.
* Authorizing & approving the Financial Documents created by Team before it’s sent to final customer.
* Coordinating with the Director and CSR of DOW CHEMICALS through mail.
* Reconciliation and issues of customer sales adjustments according to business standards/agreements.
* Creation of reports like Periodic, MOM, and Quality report for the entire team.
* Ensuring SOX compliance for the entire document created.
* Achieve or exceed set targets and work as part of a team to fulfill client service level agreements (SLAs)
* Showcasing the Productivity and Quality report to the Client.
* Participated in several process improvement projects as to reduce the Turnaround Time.
* Monitoring and auditing the Team-members performance by Quality check on a daily basis.
* To Train the New joiners in the team like giving the brief and overall knowledge about the process, Conducting Pre and posttest to them.
* Preparation of daily/Monthly reports relating to Team productivity, Quality check findings, and Team utilizations.

**Other areas of work:**

* Member of the Fun-committee: Organizing Fun work sessions.
* HR Catalyst of the Process.

### Notable credits:

* Received many times Star Awards for continuous high performance.
* Team recognition.
* Client Appreciation mail.

**PERSONAL PROFILE**

Marital Status : Married.

Nationality : Indian

Languages Known : English, Hindi, Marathi, and Tulu.

Date of Birth : 1st Feb 1987