**RESHU**

[**RESHU.363940@2freemail.com**](mailto:RESHU.363940@2freemail.com)

**Office Administrator/HR Executive/Admin Assistant [5 years Approx.]**

Seeking for an HR Admin position in flourishing organization where I can make the most of my extensive office managerial capabilities, communication, record-keeping and other activities to benefit the organization and which help me in gaining additional experiences in this field.

**WORK EXPERIENCE**

* Worked with Emerging Technologies (an Etisalat Company) as Office Admin Assistant From July 2015 till March 2016.
* Working with Robosapiens Technologies Pvt. Ltd, Noida as HR Executive From July 2012 till Feb 2014.
* Worked with Dewinter Optical as Office Admin From Jan 2010 till June 2012.

**EXPERTISE/SKILLS**

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| --- | --- | --- |
| * HR Support Management | * Office Admin Support | * Employee Portfolio Support |
| * Payroll Management | * People Operation | * Vendor Support |
| * Employee Onboarding | * Salary Disbursement | * Attendance & Leave Support |
| * Visa Initiation /Clearance | * StaffRecords&Scheduling | * Documents Tracking |
| * Company Confidential | * Secretarial Support | * Record Management |
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**HR Admin / Office Assistant [Emerging Technologies a Etisalat Company Abu Dhabi, UAE]**

**Responsibilities:**

1) Attendance & Leave Record Management.

2) Managing Leave at the end of month.

3) Drafting Letters required

4) Clearance Management

5) Employee Portfolio Support

6) Initiating Visa Process , Ticketing

8) Document Management/ Preparing and managing documents and reports

8) People operation Support

6) Employee Reference check process

9) Verification of all relevant documents at time of Joining.

11) Maintaining Ex-Employee Data

12) Handling Queries of Employees.

13) Handling activities: leave, salary, additions, &deductions of new and existing Employees

12) Maintaining calendars and schedules

13) Vendor support and Office Management

13) Maintenance of HR files and records ensuring all computerized and manual personnel are up-todate accurate

15) Respond general telephone and email enquiries and provide basic HR Advice.

17) Schedule and organize interview and reference checks on possible candidates / HR support

**HR Executive [Robosapiens Technologies, Noida, India]**

**Responsibilities:**

1) Attendance Record Management.

2) Managing Leave at the end of month.

3) Drafting Letters as per requirement.

4) Reporting director day to day activities.

5) Facilitating Joining & Exit formalities:

* Issuing Appointment letter to new Employees
* Verification of all relevant documents required at time of Joining.
* Issuing Relieving & Experience Letter
* Maintaining Ex-Employee Data

6) Resolving Queries of Employees.

7) Handling activities related to leave, salary, additions, &deductions of new and existing Employees.

8) Responsible to provide direct support and administrative duties for the executive for day-to-day and projects.

9) Arranging and confirming appointments, and organizing external and internal events

10) Inform and Train new Admin when required and provide effective knowledge transfer

11) Preparing and managing correspondence, documents and reports

12) Executing and maintaining office systems, maintaining calendars and schedules

13) Ensure the accurate maintenance of Human Resource data and records.

14) Assists with new employee orientation for the purpose of ensuring employees are knowledgeable of current

16) To ensure all computerized and manual personnel records are up-to-date and accurate

17) Prepare advertisements and announcements for vacant positions, assess applications and shortlist candidates,

Schedule and organize interview, conducting initial interviews and reference checks on possible candidates

**Office Admin [Dewinter Opticals ,New Delhi, India]**

**Responsibilities:**

1) Management of office environment.

2) Maintaining admin practices by identifying needs, evaluating options.

3) Planning, organizing, and providing leadership and controlling functions.

4) Improve admin practices by devising new applications, updating procedures and evaluating the results.

5) Documentation Management: Maintaining confidential records and files.

6) Monitoring and planning activities of entire admin staff.

7) Handling Incoming Emails and office filing systems

8) Responsible to preserve relationship with clients to understand their requirements.

9) Responsible for providing administrative support to the admin manager and managing other tasks as assigned by manager.

10) Responsible for administration activities of administrative departments such as answering phone calls and compiling files. Respond to public inquiries.

11) Direct visitors to office to appropriate staff members.

12) Receive telephone calls and direct as where necessary

13) Responsible to ensure office management processes are implemented and executed

14) Maintain up-to-date staff records and leave administration

**SKILLS/STRENGHTS**

1) Administrative, Organizational, Technology skills2) Decision making   
3) Verbal /written and listeningcommunication

4)Quick learner of new software applications.

5) Self Motivated and good motivator

6) Ability to prioritize.

7) Undertake routine calculations

8) Ability to deal sensitively and appropriately with confidential information.

9) Reporting Skills

10) Customer service orientation

11) Compulsory Computer Skills (MS Office)

**PERSONAL ATTRIBUTES**

1. Honest and Respectful
2. Possess cultural awareness
3. Flexible and demonstrate sound work ethics ,Initiative

5) Planning |Time Management

6) Detail Oriented

**SCHOLASTICS**

2010B.E.in Electronics Communication from AcharyaInstitute ofTechnology, Bangalore,with First Class

2006 12th from Ashok Hall Girls’ Residential school, Ranikhet, Almora, ICSE Board with First Class

2004 10th from Delhi Public School, Mathura, CBSE Board with First Class

**COMPUTER SKILLS**

**Operating System :** Windows 7,8 / XP

**Proficient with** : MS OFFICE

**Typing Speed : Good**

**ACHIEVEMENTS**

* Successfully got certified for NIIT 6th National Aptitude Test in 2008
* Actively participated in State level Symposium organised by Lakshaya, Student Forum 2007 and accordingly achieved 2nd Prize in event: Spider Solitaire in 2007
* Accredited with Bronze Medal in 800 Meters race in National Inter School Championship in 2006.
* Got certified by ABV-IIITM, Gwalior with Excellent Grade in Full Time Professionals Certificate Programme in Software programming and IT Applications Development under Training for Professionals.