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 **Divya**

 **Email Id:** **divya.382227@2freemail.com**

**Professional Summary:**

* Strong Ability to Produce Results with a Team Environment.
* Total Work Experience of 14 Years with Established Track Record of Performance with ability to learn/apply quickly and effectively.
* Excellent Communicator with the Problem Solving and Ability to Handle Multiple Functions and activities in High-Pressure Environments with Tight Deadlines

**Career Objective:**

* Acquiring Appropriate Position in HR/Administrative Portfolio/ Department where my skills and knowledge can be utilized which will also help me for improvingin Professional Abilities.

**Educational Qualification:**

* B.com with Commerce
* DHRM (Diploma In Human Resource Management)

**Computer Skills**

* Proficient in Excel, Word and IT savvy in General
* Tally ERP 9 certification completed.

**Employment History**

1. **M/s J.S.K. INDUSTRIES LIMITED (Fort)**From December-2016 to December-2017
2. **M/s FABTECH TECHNOLOGIES INTERNATIONAL LIMITED (Andheri) -** From August-2015 to November -2016.
3. **M/s APAR INDUSTRIES LIMITED (Rabale)** From July-2014 to July-2015
4. **M/s FINER EDGE (Ghatkopar)**From Febuary-2009 to June-2014
5. **M/s LEO CHEMI PLAST PVT LIMITED (Ghatkopar)** from January 2003- to December 07

**Primary Responsibilities and Essential Functions:**

1. **M/s J.S.K. INDUSTRIES LIMITED- (Fort Head Office)**

Working as a HR /Administration Executive from December-2016 to December-2017

* Preparing Petty Cash Vouchers & Report for the Accounts Department on Weekly bases.
* To undertake vendor management short listing the best vendor for each service, equipment etc.
* Follow up with venders on orders placed, deliveries of equipment etc
* To file & maintain vendors contract
* Managing repairs & maintenance.
* Manage Housekeeping Coordination.
* Managing office boys ,Drivers & securities
* Administer mobiles, sim card & bill payment
* Managing office boys ,Drivers & securities
* Managing all the AMC of office administration( Computers / Laptops, internet, tea vending Machine,

Fax, Xerox & EPBX system, Air Conditions, Elevator)

* Account Entry for the Inward Invoices after Checking Authorization and with the approved Processes.
* Coordination with the factory after Checking Purchase orders against Invoices and maintaining record of same.
* Writing Business Emails for the related Agencies/Customers.
* Responsible for New Employee Joining Measures, Formalities and Procedures.
* Preparing admin Budget
* Documentation for the Inward and Outward for Domestic and International Branches/Customers.
* Coordination for Booking Coordination for Flight, Train, Hotel with Travel Partners.
* Coordination for Maintaining Stationary Record/Inventory for the Entire Office Staff.
* Guest Management/coordination for the Head office.
1. **M/s FABTECH TECHNOLOGIES INTERNATIONAL LIMITED (Head Office- Andheri)**

Worked as HR/Admin Executive from August-2015 to November -2016.

* Handling the Petty Cash for the International and Domestic Marketing Department.
* Authorized to use “Corporate International Credit Card” for Reservation for official Travel plans.
* Managing office boys ,Drivers & securities
* Maintaining data contract of the company.
* Administer mobiles, simcard& bill payment
* Make travel & lodging arrangements to provide to provide employees with transport facilities as par the company policies.
* Managing all the AMC of office administration( Computers / Laptops, internet, tea vending Machine,

fax, Xerox & EPBX system, Air Conditions, Elevator)

* ERP Entries for the Petty cash along with the “Corporate Credit Card” used for the Marketing Department.
* Travel Booking Coordination for Flight, Train, Hotel with Travel Partners and Direct Bookings.
* AMC of all Office Equipment along with the Guest Management.
* Manage Housekeeping with the Agencies.
* Writing Business Emails for the related Agencies/Customers.
* Maintaining Outward Courier Records & Mailing Docket Details to concerned person.
* Handling invoices and maintaining record of same.
1. **M/s APAR INDUSTRIES LIMITED-(Plant-Rabale)**

Worked as a Front Office and Administrative Executive from July 2014 –July 2015

* Travel Booking (Flight, Train, Hotel)
* Maintain Stationary Record
* Handling EPABX
* Documentation(Inward and Outward)
* AMC of all Equipment along with Writing business emails
* Guest Management & Manage Housekeeping
1. **M/s FINER EDGE (Ghatkopar)**

Worked as a Tender specialist and Admin Executive from Febuary-2009 to June-2014

* Maintaining files related to Customer queries and Tenders
* Maintaining Outward Courier Records & Mailing Docket Details to concerned person.
* Checking purchase orders against invoices along with the Handling& recording invoices
* Handling Sales and Purchase queries
* Sending Quotations and invoices taking guidance
* Maintaining Payment Details from Customers & taking follow ups for same.
* Corresponding through mails to the customer queries
* Preparing Bills against the orders placed.
* Maintaining Daily & Monthly Attendance Report (Manual as well as Software).
* Maintaining Files like Leave Applications, Data Backup, and Inward & Outward
* Preparing Petty Cash Vouchers & Report, Tour Report, & sending it to Head Office.
* Card Entries in CRM Data.
* To Co-ordinate for various activities with Head Office
* Maintaining dispatch of products end to end service
1. **M/sLEO CHEMO PLAST PVT. LIMITED (Ghatkopar)**

Worked as Back Office Executive from January-2003 to December-07

* Handling EPABX for all Inward and Outward Communications.
* Documentations (Inward and Outward)
* Guest management
* Manage Housekeeping Coordination.

**Personal Details**

**Date of Birth : 17thNovember - 1983**

**Nationality : Indian Citizen**

**Hobbies : Listening Music, Cooking food & Travelling.**

**Languages known : English, Hindi, Marathi**

**Marital Status : Married**

**Visa Status : On Tourist Visa**