***GRISHMA***



*Human Resource Assistant / Administrator*

*A respectable employee in a corporate sector that gives me the opportunity to learn, innovate and contribute to the growth of the organization.*

*Dedicated & focused office administrator able to complete multiple tasks simultaneously.*



[*Grishma-393441@2freemail.com*](mailto:Grishma-393441@2freemail.com)



*EDUCATION*



***06.2013 - 05.2015***

***Nagindas Khandwala College, Mumbai University.***

*Master of Commerce.*

***06.2010 - 05.2013***

***M.J Pancholia College, Mumbai University.***

*Bachelor of Commerce.*

*EXPERIENCE*



***07.2017 - 05.2019***

*Assistant Professor cum HR generalist*

*Build strong relationships with students & influencer connected with different colleges.*

*Fielding Telephone calls,receiving & directing visitors,word processing,creating Spreadsheets & presentation along with filings.*

*Processing payrolls of faculties, admission enrollment affiliated by university norms.*

*Guiding lecturers for theory subjects.*

*Lecturer for under graduates students in course of Bachelor of Management Studies, B.Com (Banking & Insurance), (Financial Markets), (Accounting & Finance) & Bachelor of Mass media. Presentation to large audiences including Principal,Colleagues,Parents & Management.*

*Worked as an Vibrant program officer in NSS cell for attending seven days residential camp with students in developing area.*

*Active member for inviting events & job opportunities in collaboration with placement cell.*

***04.2015 - 06.2017***

*Administrative assistant*

*Arranging appointments,Booking meeting rooms & conference facilities.*

*Data Entry, General office Management such as ordering stationery.*

*Posting job ads, organizing resumes,scheduling interviews,serving as point of contact for all employees.*

*Record maintenance for database.*

***04.2012 - 03.2015***

*Customer Executive Officer*

*Engaged in resolving queries and complaints for walk - in customers.*

*Ensuring regular reports for the team & distributors.*

*Preparation of various reports of clients for database.*



*tegic communication with clients over online, mail, & telephone.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *SKILLS* |  | *SOFTWARE SKILLS* | |  |
|  | |  |  |  |
| *Good communication - written and oral skills* | | *Microsoft Word* |  |  |
| *Excellent conceptual and analytical skills* | |  |  |  |
| *Effective interpersonal skills* | | *Microsoft Excel* |  |  |
| *Problem Solving skills* |  |  |  |  |
| *Willingness to learn skills* |  | *Microsoft Powerpoint* |  |  |
|  |  |  |  |  |
| *PERSONALITY* |  | *HOBBY* |  |  |
|  |  |  |  |  |
| *Communicative* | *Punctuality* |  | |  |
| *Creativity* | *Organized* |  |
| *Responsible* | *Self Motivated* |  |
|  |  | *Travelling* | *Music* |  |



*LANGUAGES*



*U.S. English*

*Hindi*

*Gujarati*

*Marathi*

*ACHIEVEMENTS*



*Awarded as "****CASI Community Leader****" in the appreciation of services towards the society by the Public Works Department, Maharashtra, India.*



*Awarded as “****Social Action leader****” by Indian development Foundation, NGO.*



*ADDITIONAL INFORMATION*



*Marital Status - Married*

*Nationality - Indian*

*Visa Status - Visit*

*Visa Expiry - August,2019*

*I*