

I'm the go-to person for ensuring smooth office operations and supporting the administrative team. I manage day-to-day tasks, coordinate key projects, and streamline processes to boost efficiency. From overseeing office supplies to handling communications and assisting with HR duties, I'm committed to keeping everything running seamlessly. If you're looking for someone who thrives in a fast-paced environment and can drive operational success, I'm your person!

## WORK EXPERIENCE

### ASSISTANT EXECUTIVE ADMINISTRATION SWARAJ TRACTORS (MOHALI P.B)

09/2021 - 08/2022 MOHALI

#### Achievements/Tasks

- CONTRACTUAL MANPOWER SUPPORT
- TRAVELL ARRANGEMENT
- ORGANISING MEETINGS AND CORDINATION
- SECURITY MANAGEMENT

Contact : MR PARAS PANDEY

### HR RECRUITER (INTERNSHIP) WIPRO ENTERPRISES LIMITED

06/2023 - 09/2023 BADDI ,HP

#### Achievements/Tasks

- JOB ANALYSIS AND POSTING
- SOURCING CANDIDATES
- TALENT ACQUISITION TRAINING

Contact : MR MANOJ MISHRA

### ASSISTANT MANAGER ADMINISTRATION SHREE NAINA GROUP

11/2023 - Present BADDI

#### Achievements/Tasks

- ALL THE CONTRACTUAL MANPOWER LIKE HOUSEKEEPING, HORTICULTURE, PANTRY BOY , SECURITY, LOADING AND UNLOADING
- DAILY MIS REPORT
- VENDOR MANAGEMENT
- TRAVELLING ARRANGEMENT AND HOTEL ARRANGEMENT OF GUEST
- ORGANISED AND CORDINATED MEETINGS
- POLICY AND PROCEDURE ENFORCEMENT

## EDUCATION

### MBA CHANDIGARH UNIVERSITY

09/2022 - 06/2024 MOHALI

### BBA UNITED INSTITUTE OF MANAGEMENT

07/2019 - 06/2022 PRAYAGRAJ

### INTERMEDIATE DELHI PUBLIC SCHOOL

06/2017 - 08/2018 PINJORE ,HR

## SKILLS

HR MANAGEMENT

TALENT ACQUISITION

NEGOTIATION

ORGANISATION SKILL

MS OFFICE

MS EXCEL ADVANCE

MULTITASKING

TIME MANAGEMENT

## PERSONAL PROJECTS

### COMPASSIONATE CRITTERS: A SOCIAL OUTREACH

- CONDUCTED EXTENSIVE RESEARCH ON STRAY ANIMAL WELFARE ISSUES IN INDIA
- CORDINATED LARGE SCALE SPAYING AND NEUTRING PROGRAM

## CERTIFICATES

DATA DRIVEN DECISION WITH POWER-BI

SIX SIGMA PRINCIPLE

STRATEGIC MANAGEMENT

## LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

## INTERESTS

SPORTS

TRAVELLING

GARDENING

GYMING