

NEHA MANDAR SAKHARDANDE**PHONE NO.:** +91-9987769121**E-MAIL:** neha.m.sakhardande@gmail.com**ADDRESS:** 40/B 602, Tagore Nagar, Vikhroli (East), Mumbai – 400 083.**OBJECTIVE:**

Intend to build a career in an environment with commitment and dedication, which will help me to explore myself & my potential. Willing to work as a key player in a challenging and creative environment.

EDUCATION:

- 2011** **Post Graduation Diploma in Business Administration (DLP) in Human Resources** from Welinkar's Institute of Management, Mumbai.
- 2006** **Bachelor of Commerce** from S.K. Somaiya College under Mumbai University.
- 2002** **Higher Secondary Education** from from S.K. Somaiya College under Maharashtra State Board.
- 2000** **Secondary Education** from Vikas High School under Maharashtra State Board.

WORK EXPERIENCE:

Montex Glass Fibre Industries Pvt. Ltd. (As an Administrator Executive, incl. Facility Management, Human Resources and Front Desk's activities)

19th March,2019 - Till date

Nature of Work

- Maintaining office housekeeping & safety standards by supervising housekeeping staff and delegating responsibilities to ensure the performance.
- Handling AMCs & Utility Bills payment arrangement & office equipment purchases etc.
- Drafting forms for Administration standards, holiday request/Attendance, payments etc.
- Ensuring the stock of office supplies and place orders when necessary and maintaining record of the same.
- Scheduling and coordinating for hotel stay, travel arrangements (with cost comparison), Forex and maintaining records of the same
- Organizing office events, birthdays, get-togethers, Poojas etc.
- Drafting job roles and responsibilities, scrutinizing & shortlisting the CVs, reverting to received CVs via email, organizing interviews and maintaining records for job opening at Mumbai office
- Maintaining HR records. Eg. Daily of attendance tracker, leave records, Full & Final Settlement, Gratuity, Pensioner and Employees' file etc.
- Drafting Appointment Letter, Salary Slip, Acceptance of resignation letter, employee / Ex-employee's grievance resolving explanatory & other essential HR related documents.
- Supporting to Company Secretarial work. Eg. Drafting Board Resolutions other requisite documents, maintain the records and files to comply.
- Scheduling appointments for Director, Sr. Managers, Sales & Operations Head (for Mumbai Office Visitors) and making all arrangements accordingly.

- Developing Trackers and supporting ad hoc projects, as directed by Director(s)
- Serving as a first point of contact by attending visitors and handling front desk
- Co-ordinating with other departments, vendors, other service providers & banks etc. for office activities and operations to secure efficiency and compliance to company policies.

Allseas Global Logistics (I) Pvt. Ltd. (As an Administrator, incl. Executive Assistant's activities)

5th September, 2018 – 15th March, 2019

Nature of Work

- Maintaining office housekeeping & safety standards by supervising housekeeping staff and delegating responsibilities to ensure the performance.
- Handling AMCs & Utility Bills payment arrangement & office equipment purchases etc.
- Arranging payment for received invoices and maintaining tracker.
- Arrangements for Internal & External Meetings along with other facilities.
- Maintaining Managing Director's calendar & arranging meeting accordingly
- Preparing Agenda, setting the meeting for Company Foreign Visitor's India visit.
- Scrutinizing received job applications & segregate for department's vacancies.
- All travel, hotel stay & Courier arrangement & maintaining tracker
- Organizing office events, birthdays, get-togethers, Poojas etc.
- Developing Trackers

Cipla Ltd. – Pharmacovigilance Dept. (As an Administrator, incl. Executive Assistant's activities)

27th January, 2015 – 4th September, 2018

Nature of Work

- Arranging payment for received invoices and maintaining tracker.
- Preparing monthly finance provision for budget purpose and sharing with Finance Dept.
- Creation of new vendor code and raising Purchase Requisitions.
- Arrangements for Internal & External Meetings along with other facilities.
- Maintaining Head of Department's calendar & arranging meeting accordingly
- Preparing Agenda, setting the meeting for Company Foreign Employee's India visit.
- Updating Department's Organisation Chart & follow-up till execution
- Scrutinizing received job applications & segregate for department's vacancies.
- All travel, hotel stay & Courier arrangement & maintaining tracker
- Collecting data from concerned person & preparing presentation for Monthly Board Review & Score card
- Serving as a point of contact on behalf of entire department.
- Developing Trackers

Cipla Ltd. – Medical Services Dept. (As an Administrator)

9th May, 2007 – 25th January, 2015

Nature of Work

- Checking invoices and arranging for payments of the same.
- Maintaining Monthly Payment records
- Arrangements for all travel & hotel stay and maintaining the record

- Co-ordinating with respective project manager, preparing trial status and vendors for arranging Clinical Trial supplies.
- Raising Capital Expenditure Request or Material indent on Cipla system and follow up
- Arrangements for Internal & External Meetings along with other facilities.
- Assisting project manager in preparing Gant Chart and project timelines.
- Assist in document set preparation required for Ethics committee and Drug Controller General of India submission
- Verifying translated documents for accuracy and completeness
- Drafting eCRF layout & data entries for PMS studies on 'Cipla Data Management System' (LiveEDC)
- Preparation of correspondence letters
- Data entry on excel database for internal studies
- Preparation & maintaining Trial related files, CRF transmittal & retrieval logs.

M/s VOLTAS KELVIN – Accounts Dept. (As an Assistant Accountant)

11th April, 2006 – 30th April, 2007

Nature of Work

- Arranging Salary Payments
- Handling daily cash transactions
- Issuing of cheques & vouchers
- Handling Purchase, received invoice & sundry expense payments
- Maintaining accounts

RANE SURVEYORS LTD. – Back Office (As a CAD Operator)

9th May, 2005 – 15th July, 2005

Nature of Work

- Drawing civil surveyor's diagrams
- Data entry

SKILLS:

Applications: MS-Office (Word, Excel, Power point, Access), Auto CAD 2004, Fox Pro, C-Programming, Live EDC Data entries, Internet Browsing, Photoshop (Basic)

PERSONAL DETAILS:

Date of Birth: 9th June, 1984

Gender: Female

Marital Status: Married

Languages known: English, Hindi, Marathi

Yours Sincerely,

Date:

Place: Mumbai

Neha Sakhardande