

Contact: 9028005186

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Address: Market yard, Bibviewadi Kondhwa road, Pune

DOB: 23/06/1983

Professional Summary

Experienced in HR administration with over 10+ years of experience.

Enthusiastic and eager to contribute to team success through hard work, attention to detailing and excellent organizational skills. Motivated to learn grow and excel in industry.

Skills

HR Administration

Travel & Facility Management

Purchase & Vendor Management

Planning Budget & operational activities

Work History

UDYEN JAIN AND ASSOCIATES- Manager Administration
Magarpatta, Hadpsar Pune.

CA Firm
From Dec 2018 till date

- Organize and manage day-to- day departmental administrative and operational functions.
- Direct supervision of administrative staff Oversee staff workload and responsibilities, create coverage plan.
- Overview ongoing purchasing activities. Develop and manage budget, authorize expenditure, monitor accounts reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepare monthly expense report.
- Vendor identifying and developing strong relation that they are reliable and cost effective. To initiate and manage the contracts and agreements with legal department for admin functions.
- Serve as central information resource for all expats from joining till exist formalities. Evaluate and resolve their problems. Assist in visa extension, C-form, ID proof, bank account, accommodation and travel.
- Administer the use of facilities, equipment's and space as well maintenance.
- Interaction with real estate agency for the factory space and coordinating with International clients for the same.
- Effectively organize, manage track, and complete multiple detailed tasks with frequently changing the priorities and deadlines in a fast paced work environment.

- Responsible for all administrative support to head & branch offices.
- Oversee office inventory activities, including ordering requesting, stocking and shipped.
- Asset, AMC, Facility Management, Agreements and liasioning.
- Provide all HR support for payroll, recruitment, new hire and exist formalities.
- Manage travel booking for domestic and International travel.
- Coordination with Accounts & Finance Dept. related to claims, incentives & settlements.
- Interact with IT department for support of new hires, telecom, and video- conferencing lab/site requirements as needed. Purchase of IT peripheral, License renewal data backup.
- Organize and manage all employee activities- Events, Parties & Picnics.
- Responsible for the entire construction site execution work related to purchase, license customer inquiry and query.

- Interacting with Clients for candidate's requirements details, positions to be closed, experience, salaries & time frame.
- Sourcing candidates through the database, job sites, and references.
- Scrutinizing of walk in Candidate.
- Co-coordinating with HR and Candidate till final closing.
- Handled Non IT end to end recruitment cycle.
- Creating a monthly review of document with a complete activity report.

- Conducting personal and telephonic interview of the candidates
- Matching the vacancy requirements with the candidates' profile.
- Follow up with Clients and candidate.
- Maintaining complete data sheet of resumes shortlisted interviewed and rejected.

Education

BCA Computer Application
Pursuing Corporate PGDBA- Human Resources

SNDT College, Pune
Symbiosis Distance learning school

Hobbies

Reading Motivational Thoughts
Travelling to discover new places.