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| **Resume**  **RESUME**  *Prachi. P. Thakkar*  *Aakash Residencey,*  *1006-i block, 10th floor,*  *Shela, Club O7 road,*  *Ahmedabad- 3800058*  *Mobile : +(91)9023110985*  ***Email****:*[***prachi.chauhan655@gmail.com***](mailto:prachi.chauhan655@gmail.com)  Personal profile  *Date of Birth:28th March 1986*  *Gender: Female*  *Nationality-Indian.* Marital Status: Married ***Languages know:***  *English*  *Hindi*  *Marathi* | | ***To work with a progressive organisation in which I can contribute my skills, at the same time achieving the organisational objectives with the attribute of time, quality and discipline****.*  *Academic Record*  ***BBA Degree 2014 ( Bachelor in BusinessAdministration )*** *From Mumbai University* ***Aggregate:*** *First class* ***Functional Specialization: Business Administration***  ***2004 – 2005Passed H.S.C*** *From Mumbai University* ***Aggregate:*** *72%*  ***2002 – 2003 Passed S.S.C*** *From Mumbai University* ***Aggregate: 60%*** *distinction class*  *International Certified -: Food and Facilities management services Santosa University (Singapore)2010-2012 Sodexo.*  *Current Work Experience:*  *Express Lifts pvt.ltd*  *Designation : EA- Managing Director cum Vice President – HR/ Strategy Planning*  *From ( Dec 2018 till date)*  *Job description-: 1. Policy Formulation :*  *Planning and identifying key areas of HR intervention. Aligning HR strategies and practices in line with business goals and targets. Reviewing Policies and procedures relating to talent acquisition, Career progression. Performance Management, Employee retention and welfare. Revised, implemented and monitored policies on recruitment and career growth, Performance assessment, and employee wellbeing. Auditing HR practices and procedures and devising and implementing standard/ best practice performance benchmarks.*  ***2) Performance Management and Analysis :*** *Devised Performance appraisal plan and defined parameters for evaluation of performance- mapping the KRAs and KPIs in consultation with Business Heads. Identified key parameters for career development, redeployment, and training. Initiated Competency mapping across the verticals benchmarking the key competencies for different business verticals. Analyzed and developed career Progression plan and introduced Succession planning for senior Management personnel through development and assessment centers. Analyzed the ROI (Returns On Investment)* |
| ***ExtraCourse***  ***Food & FacilityManagement.***  ***6 Month Diploma inTravel & Tourism.***  ***Technical Knowledge-:***  *Micro soft Word, Excel, Power Point etc.* | ***3) Sustaining Employee Commitment- :***  *Initiated and monitored review and revision of HR policies related to Employee.*  ***4) Internal and External Environment Management - :***  *Interacting and negotiating with Union matters of Policy formulation and grievance resolution. Interfacing with Statutory authorities etc.*  ***5) Organizational Restructuring - :***  *Lead Organizational Restructuring initiative of all the verticals in line with industry standards and strategic Business goals. Analyzed and facilitated exercise for comprehensive review of structure, cadres and salary bands, aligning the same with industry standards for the above companies and with the present organization.*  ***6) Recruitment :***  *Hands on experience in various recruitment methods.*  ***Strategy Planning & Development-:***  *1) Develop over all strategic view of business  2)Quarterly diagnostic on what is going well/ not going well  3)Roadmap of plan for next quarter  4)Fiscal Budgeting and Planning: 5)Sales incentive structure to motivate teams to focus on strategic areas. 6) Originates and converts a pipeline of business via detailed structure business development plans across the Organization.  7)New solution development/thought leadership, in line with the vision for future growth.* | |
|  | *Employed as an Executive Assistant (Joint Managing Director) in GSP Crop Science Pvt. Ltd (Ahmedabad-Gujarat, From 17th July 2014 to Nov 2018)*  *Managing the overall Administration of Company.*  *Handling the Day today Administration Activities.*  *Coordinating with different department as per the work requirement.*  *Preparing the MIS reports for Monthly Reviews.*  *Managing the Pan India level Vendors for negotiating the Products.*  *Cafeteria and Pantry Management for Head office and Plant*  *Managing the HOD diary for day today updates from Clients.*  *Preparing power point presentation as per the requirement.*  *Visiting the client location related to Marketing and Supply.*  *Employed as an Executive Asst. to Vice President –Supply Chain in Sodexo Food Facility Management Service(I) Pvt Ltd in Mumbai, India from( August25th 2008 to September 1st 2014 )* ***Assisting the department head****in his daily work*  ***Checking e-mails****on the head's behalf*  ***Calendar Management****for the head*  ***Arranging meetings****for the head*  *Maintaining Records of all important documents(Conveyance, Business Expenses Forms, Vendor Bill etc )*  *Arranging Monthly Reviews for the Department.*  *Updating the Monthly records of Market information for Top 50 Commodities.* | |

***Earlier Experience-:Employed as an Administration Manager in Pantaloon Retail India Pvt. Ltd. at Mumbai, for- 2 years.( 2006-2008 )***

* *Maintaining Monthly chart of Visitors.*
* *Booking Meeting Rooms.*
* *Maintaining Monthly Records of Toiletries Consumables.*
* *Processing LTA, Telephone & Leave Encashment*
* *Allocation of seating arrangements & set up of PC request to New -joinee.*
* *Maintaining Records of Water Consumption.*
* *Maintaining Records of Medicine Consumption.*
* *Keeping Records on ISD/STD calls.*
* *Maintaining Pantry Stock.*
* *Arranging Conference call.*
* *Handling Salary Input Records of Staff.*
* *Organize meeting for Senior Management.*

*Travel Management/Handling Records of Vendor Bills.*

* *Maintaining the MIS Reports.*
* *Invoices Entries Monthly.*
* *Briefing House Keeping Staff.*
* *Handling the issues related to administration*
* Ensuring Overall Quality of Maintenance in Office for training the MPW & Technical staff

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| ***ExtraCourse***  ***Food &FacilityManagement.***  ***6 Month Diploma inTravel & Tourism.***  ***Technical Knowledge-:***  *Micro soft Word, Excel, Power Point etc.* | *Department Management*   * + *Assisting Department Head in day today work.*   + *Co-ordination with different department as per the requirement.*   + *Scheduling Agendas for Foreign Guest Visits and Team Meeting.*   + *Arranging the travel booking (Domestic and International) Air Ticketing, Car Booking and Hotel Accommodation.*   + *Preparing MOM & Weekly Volume Sheets.*   + *Arranging Monthly Reviews for the Department.*   + *Updating Monthly Records of Market Reports for Top 50 Commodities*   ***Client Management***  *Customer Service Orientation:- Pro-actively developing customer relationships by making efforts to listen to and understand the customer (both internal and external); anticipating and providing solutions to customer needs; giving high priority to customer satisfaction.*  *Team Working & Collaboration:- Working effectively with team/work group or those outside formal line of authority (eg- Senior managers) to accomplish organizational goals*  *Understanding of and commitment to complying and implementing Sodexo Policies and practices in their workplace*.  ***Process Orientation***  *Accurately checks for processes and tasks and follows up in a timely manner with appropriate persons; it also includes willingness to accomplish the task in a logical sequence*  *Accomplishes tasks through concern for all areas involved, no matter how small; Shows concern for all aspects of the job; Monitors and checks work or information and brings clarity to make it easily comprehendible by others*.  ***Planning and Prioritizing***  *Ability to establish a course of action for self and others to accomplish a specific goal; plans proper assignments of personnel and appropriate allocation of resources breaks down work into process steps anticipates and adjusts for problems and roadblocks priorities activities according to its importance.*   * *Handling Records of Vendor Bills Monthly.* * *Maintaining the MIS Reports.* * *Invoices Entries Monthly.* * *Briefing House Keeping Staff.* * *Handling the issues related to administration* * Ensuring Overall Quality of Maintenance in Office.Event Management for training the MPW & Technical staff |