

## **CURRICULUM VITAE**

**MEENU DHANESHA**    [meenubhatia2003@yahoo.co.in](mailto:meenubhatia2003@yahoo.co.in)    **9375522229 (M)**  
D-9,Swambhu Appartment,Near AMA, Ambawadi,Ahmedabad-380015

Seasoned professional with over 16 years of experience in Office Administration and HR support functions.

**EDUCATION**    B.Com., Gujarat University, 2001.  
Diploma in Computer Applications, 1998.

### **Dhruva Advisors LLP-Admin profile**

**18 January 2018- till**

- ☐ Managing MIS
- ☐ Manage day-to-day imprest / petty cash transactions
- ☐ Handling Facility Management.
- ☐ Handling pantry management
- ☐ Event management
- ☐ Coordination with finance for Vendors monthly payment
- ☐ Arranging offsite for employees (HR function)

### **Vestas Wind Technology India Private Limited**

**1 November 2016-11 January 2018**

- ☐ Prepare facility and vendor service agreements and procurement request
- ☐ Manage day-to-day imprest / petty cash transactions
- ☐ Provide training to new employees on using internal company system
- ☐ Ensure all vendors bills are processed on time as per the timelines set by finance team.
- ☐ Handling Courier Management.
- ☐ Handling 56 housekeeping staff & up keeping the factory
- ☐ Handling canteen facility following with safety norms
- ☐ Conducting weekly/monthly facility meeting with internal team.
- ☐ Coordinating with vendor for replacement (Security, Office & HK boys).
- ☐ Taking monthly feedback from employees on services, and work on it for improvement.
- ☐ Arranging food and water for the employees on daily basis.
- ☐ Handling security management staff of 26
- ☐ Handling canteen management staff of 20
- ☐ Handling Access system
- ☐ Admin Induction for new joiners
- ☐ Handling Horticulture
- ☐ Implemented the process, as this company is in green field project
- ☐ Event management
- ☐ Coordination with finance for billing
- ☐ Handling 700 employees complaints and resolving accordingly

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**Ernst & Young LLP, Ahmedabad      Executive Administrator and HR function      Oct 2006 – 14 Oct 2016**

- ❑ Manage the upkeep of office
- ❑ spaces including front office, training rooms, and meeting rooms
- ❑ Prepare facility and vendor service agreements, billing invoices, and procurement requests
- ❑ Prepare and submit MIS reports on a regular basis
- ❑ Manage day-to-day imprest / petty cash transactions
- ❑ Worked as the Project Office Administrator for Vibrant Gujarat 2009
- ❑ Arranging offsite for employees (HR function)
- ❑ Taking interviews for candidate (HR function)
- ❑ Doing Joining employees formalities (HR function)
- ❑ New joined Induction (HR function)
- ❑ Shops and Establishment License (HR function)
- ❑ Keep up to date data on clients and business prospects, and assist in generating new business
- ❑ Organize Roadshows, Events, Conferences and other Marketing activities
- ❑ Arrange Client Meetings in person as well as using video conferencing
- ❑ Calculate Out of Pocket Expenses (OPE) of clients and employees
- ❑ Provide training to new employees on using internal company systems
- ❑ Maintaining SLA, QBR, performance management for vendor.
- ❑ Preparing PPM & Coordinating with vendors for monthly/quarterly service equipment under AMC.
- ❑ Handling close track on Controllable Expenses to analysis possibilities to save expense.
- ❑ Scrutinize, validate & sanction the requisition requirements.
- ❑ Handling online Meeting Room Advisory, Courier Management & Admin Helpdesk Management.
- ❑ Handling Stationary, Access Card, Courier & Assets Management.
- ❑ Handling Events & CSR Activity.
- ❑ Handling statutory compliances & essentials.
- ❑ Responsible for Annual Preventive Maintenance and cleanliness drive.
- ❑ Monitoring housekeeping and pantry consumables.
- ❑ Conducting weekly/monthly facility meeting with internal team.
- ❑ Coordinating with vendor for replacement (Security, Office & HK boys).
- ❑ Taking monthly feedback from employees on services, and work on it for improvement.
- ❑ Handling Archiving & Retrieval of files.
- ❑ Organizing Monthly trainings for housekeeping & security
- ❑ Preparing budget for entire year, making cost provisions, utilizing budget as per plan.

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**Reliance Communications, Gandhinagar      Customer Service Representative      July 2003 – October 2006**

- ❑ Interacted with customers at a Reliance Web World outlet with focus on providing a high degree of customer satisfaction with their service experience
- ❑ Understood customer problems escalated by the front desk and provided resolutions for the same or when necessary escalated them to HQ

### **AWARDS/Certificate of appreciation**

- ❑ CSR Certificate received in Year 2010
- ❑ Individual EY Excellerator awarded in Year 2011
- ❑ CSR Certificate received in Year 2013
- ❑ Certificate received for blood donation drive in Year 2014
- ❑ Certificate received for blood donation drive in Year 2015
- ❑ Appreciation card received from Service Line for making successful event in Year 2014
- ❑ Appreciation card received for making successful Thank You week in Year 2014
- ❑ Appreciation card received for making successful Thank You week in Year 2016