

OBJECTIVE

- To build a successful career in the organization and to be a part of highly motivated team wherein I have an opportunity to demonstrate and develop my skills and knowledge, make a positive contribution, set standards, gain more confidence and work towards the growth of organization and to achieve company goals.

Highlights

- Employee Relations
- Collaborative team player
- Management
- Recruitment
- Curious learner
- Good Communication

Experience

Netambit Pvt Ltd

(February 2021 – Till Date)

Operations Team Leader

- I provide continuous support to my team
- Applicant's satisfaction is top priority
- I have an open communication with my team
- I share accurate reports with my staff
- I promote our service to the applicants
- I provide accurate information to my team
- I have a clear vision on what's to be achieved
- Discuss job performance problems with employees to identify causes and issues and to work on resolving problems.
- Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.
- Supervise the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Train or instruct employees in job duties or company policies or arrange for training to be provided.
- Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action.

URM Consultancy, Ahmedabad
HR Operations Executive

(October 2019 – December 2020)

- Handling recruitment, hiring, and onboarding process
- Creating job descriptions and posting them on various platforms to attract talented candidates
- Providing orientation and training to the new employees
- Carry out tasks assigned by the HR Manager
- Input records of the personnel, maintain and update records in human resources systems for ready reference
- Carrying out performance evaluations tasks for appraisals is one of the key point in HR operations executive job description.
- Update yourself with current statutory requirements related to HR for reducing risks
- Ensure regulatory compliance are met at all times
- Follow up with the candidate's transition and onboarding process

Gramshree Women Empowerment Ahmedabad (Craftroots) (February 2017 – September 2019)
Junior Accountant

- Maintain Daily Account books
- Daily Entry in Tally Software as well as Microsoft Excel
- Bank reconciliation
- Prepare Purchase and Sales Bills (Both Goods and Services Bills)
- Bank Reconciliation
- Handling Cash and Cash reconciliation
- Maintain File of Assets, Sales and Purchase
- Entries of Cash, Day to Day Accounting of Purchase and Sales
- Actively Involved in Internal Audit
- Day today ledger reconciliation, accounts receivable and payable
- Handle petty cash & pass entries.

Anar Project Ltd, Ahmedabad
Accounts Trainee

(April 2015 – January 2017)

- Data entry operator
- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Respond to queries for information and access relevant files
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output

Education

CH. Charan Singh University, Meerut (Bachelor Of Commerce) (2016 – 2018)

Northwest Accreditation Commission (HSC) (Commerce) (2015 – 2016)

Saurabh High School (SSC) (2012 – 2013)

Skills

- Can produce high-quality work regularly
- Firm grasp of basic and intermediate accounting principles
- Willingness to meet deadlines on a consistent basis
- Ready to gain knowledge about new technologies
- Personality development oriented
- Good Communications Skill
- Capacity to handle multiple assignments independently
- A team player with a result-oriented approach
- Leadership and management skills
- Adaptive Nature
- Handling sensitive information
- Knowledge of MSOffice

Language Known

- Hindi
- English
- Gujarati
- Bengali

DECLARATION

- I am confident of my ability to work sincerely as a Team Member.
- I hereby declare that the information furnished above is true to the best of my knowledge.