

Vidhi Adesara

7, Aishwarya Bungalows 2, Science City, Ahmedabad.

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CAREER OBJECTIVES

Working in a challenging job environment that utilizes my skills and abilities also offers learning and growth opportunities.

Administrative & HR with 5+years of experience

Professional Experience

Jewelxy Marketplace Pvt Ltd, Nov 2016 - Continue

Administrative & HR


Key Responsibilities of HR:

- Recruitment/Interview and Selection process
- Joining formalities and documentation
- Preparing Offer and Appointment Letter
- Induction – HR Policy
- Track & update employee data
- Handling payroll process, attendance & Leave policy
- Handling exit interview & full and final settlement
- PF, ESIC & PT

Key Responsibilities of Administrative:

- Schedule domestic & international travel itineraries
- Efficiently handle all mailing, office, and stationery for the department
- Handling all files related to Accounting & coordinate with CA
- Handle sensitive information in a confidential manner
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information.
- Creating invoices & payment processes for the customer

Academics

 Graduation: Bcom

Technical skill

Knowledge of Excel, word

Personal Details

Date of Birth:– 25 March 1996

Marital Status:- Unmarried

Gender:– Female

Nationality:- Indian

Interest: Badminton, Swimming, Gym

Declaration

I hereby declare that the above-mentioned information is to the best of my knowledge.

Date :–

Sign :–