

Ankita Sanjay Nikam

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Education

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|---|------|
| • TBS Institute
Digital Marketing | 2022 |
| • Mumbai University
B.Com | 2017 |
| • Mumbai University
HSC | 2013 |
| • Mumbai University
SSC | 2011 |

Skills

- Creating google search ads
- Creating a google ads campaign
- Brand awareness campaign
- Social media marketing - Facebook, Instagram, Twitter
- Email marketing
- SEO
- SEM
- Communication skills- Coordinate with all Spoc's of entire Vistara network for requirement of staff.
- Technical skills- MS Excel SAP MM Powerpoint MS Word
- Product knowledge- Dispatch exact uniform material as indented.
- Listening skills- Listen properly to the requirement and dispatch proper sizes of uniform.
- Problem solving attitude- Resolve the problem quickly if any damage or change in size is observed.
- Time management skills- Dispatch uniform materials on timely basis.
- Ability to respond quickly- Revert quickly to all concerns
- Interpersonal skills- Coordinate with HR,FLTOPS,Cabin crew,GS,SEC,ENGG team.

Experience

- | | |
|--------------------------|-------------------------|
| • HDFC Bank
HR | 27/05/2022 - 18/04/2023 |
|--------------------------|-------------------------|
- Worked as a Recruitment Officer in HDFC Bank Limited.
 - Sourcing suitable candidates from Naukri, Linked In.
 - Taking the first round of telephonic interview and shortlisting the candiates.
 - Taking care of end to end hiring action of the candidate who gets selected which includes scheduling an interview, sending soft offer to the candidate, post his acceptance collate all the necessasry documents and create candidate's profile in HCM portal, upload documents, verify the documents, and lastly share the final appointment letter.
 - Before the joining day of candidate, share the joining details.
 - Post the joining of the candidate, share the employee code generation steps to the respective manager.
 - Post the employee code generation, share the details with the HR business partner to take it forward.

- Maintain daily tracker of the candidates.
- Maintain the vacancy tracker, position master report, offer drops report, Karza report.

• **Avvashya CCI Logistics Private Limited (All Cargo)**

23/01/2020 - 01/02/2022

Sr.Executive

- Worked as a Sr.Executive Customer Service with client **Tata Sia Airlines Private Limited. (Vistara Airlines)**
- Handled inventory record of the entire network of Vistara all over India
- Look after dispatches from Mumbai station
- Answering phone calls and emails related to materials required, responding to customer questions and complaints, handling walk-in staff
- Providing required materials and information to the staff.
- Assist with placement of orders, replacement or exchanges, alteration, etc.
- Responsible for ensuring and delivering consistent service delivery at every customer.
- Create Eway, Airway bill
- Inward entries in SAP MM
- Outward entries in SAP MM
- Dealing with all walk-in staff and suppliers who will be visiting warehouse for uniforms collections & other queries and assist them accordingly.
- Coordination with all outstation destination spoc's, station managers for uniforms matters (entire Vistara network)
- Timely update to User for material receipt in warehouse (MTM or any new material)
- Ensure that uniforms are stored at correct designated area with proper marking and labelling, so that material are easily traced and located for picking
- Ensure that correct inventory control is maintained, and physical inventory is done on fortnightly and monthly basis to avoid any discrepancy in inventory.
- Ensure proper documentation is maintained (receiving, dispatch, reverse shipment, Bin card etc.)
- Proper communication on phone & email for complete Vistara staff of all stations for ensuring that their uniforms are dispatched/ issued on timely basis against request received.
- All pending material for individual staff is timely monitored and to be issued as soon as material is received.
- Pre alert email of the uniform material dispatch done timely for intimation at destination.
- Material receiving for all new uniform material intimated to all concerned, as soon material is received in warehouse.
- Various MIS reports like daily uniform report, resigned staff data report, replacement uniforms data report, and old uniforms return data report etc. maintained as per client requirement.
- Any issue related to uniform material (Inward, outward) checked and resolved timely.
- Collected Feedback from staff & share with Purchase team.
- Communicated with Vistara team (Procurement,GS,Inflight,Security, Flight Ops, Engg, HR,etc)
- Look after inward and outward of dispatches.

Projects

- **Tata Sia Airlines Private Limited**

Interests

- Travel to explore new places
- Dancing and singing
- Photography
- Participating in social activities

Languages

- English
- Hindi
- Marathi

Personal Details

- Date of Birth : 11/06/1995
- Marital Status : Single
- Nationality : Indian

Declaration

- "I hereby declare that all the information furnished above is true to the best of my belief."

Certifications

- Google Ads Search Certification - April 2022
Digital Marketing in Certification Program - May 2022