

# RITIKA VADHAWAN

Highly motivated HR Assistant with outstanding administrative and communication skills. Conceptual thinker with great time management skills. Calm in fast-paced environment. Comfortable multitasking.

✉ ritikavadhawan@gmail.com

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## SKILLS

Leadership  
Strategic planning  
Team management

Problem-solving  
Organizational skills

Negotiation  
Time management

## Experiences

**HR Generalist** :-April2023-Still working here

### Space Creators Heights

- Maintain employee records (soft and hard copies).
- Update HR databases (e.g. new hires, separations, vacation and sick leaves).
- Assist in payroll preparation by providing relevant data, like absences, CO and leaves.
- Assisted in paperwork preparation for HR policies.
- Process employees' requests and provide relevant information.
- Coordinate HR projects, meetings and training seminars.
- Received resumes were streamlined for processing
- Provided timely and satisfactory responses to queries
- Negotiation with Vendors for hires, pantry and Housekeeping Items.
- Assist the HR in Onboarding of employees and in their joining and leaving formalities.
- Assisted accountants with payroll processes by providing reports on employee absences, holiday.
- Coordination in Birthday Ceremonies, Work Anniversary, and in events.
- Responded to department emails, promptly following up and forwarding requests.
- Timely Order monthly Housekeeping Items, Pantry items and stationary items.
- Do the travel arrangements for the employees if needed.
- Maintain the petty cash Expense sheet.
- Ensure Efficient day-to-day operations of the organization by performing other administrative duties.
- Coordinate the community events every month.
- Working as a primary contact between executives.
- Book Meeting room as required.
- Familiarity with HROne and GreyHR Application.
- Coordinated Induction Programs for new Hires, Facilitating smooth integration into the company culture.
- Keep on check upkeep and maintenance.

## **Center Head:-January2022 –March2023**

### **Space Creattors Heights**

- Create and manage both digital and hard copy filing systems for all partners
- Create organized filing system
- Exceptional customer service skills and professional phone manners
- Working knowledge of marketing terminology and practices
- overseeing the sorting and distribution of incoming E-mails
- Bookkeeping and issuing invoices
- Performing an inventory of office supplies, gift items, stationery, housekeeping items and order of need
- General administrative activities related to facility management
- This will include keeping a check on daily upkeep of all the meeting rooms, conference rooms, management cabins and overall, of the entire office
- Guide and direct the housekeeping staff on timely finishing of all cleaning activities and any/all tasks assigned by the management
- Handling complaints and specific customers 'requests
- Monitoring stock and order office supplies and troubleshooting emergencies.
- Done the clients visit and try to closed the deals
- Coordinate in the events of co-working
- Respond to the client Queries in a timely manner.
- Prepare invoices and bills.

## **Front Office cum HR Coordinator:-March2021–January2022**

### **4SDevelopersPrivateLimited**

- Maintained protocols consistently during routine workdays as well as special events.
- Collaborated with HR teams to facilitate recruitment processes, like coordinating interviews and welcoming new hires.
- Handling various administrative and clerical responsibilities such as phone calls, taking and conveying messages, making appointments, ordering office supplies, Stationary, etc.....
- Managed and organized Directors' calendar schedules including making copies of required documents for meetings and arranging travel accommodations.
- Coordinating with the housekeeping staff for daily activities
- Maintained records of personnel related data such as leaves and personal information to ensure compliance with employment requirements.
- Respond to Internal and External HR related inquires and provide Assistance
- Planned and executed cake-cutting ceremonies for staff birthdays in a well-organized manner
- Performed invoicing tasks and tracked employee attendance.

## **Industrial Trainee:-October2020–February2021**

### **Taj Bangalore**

- Delivered services to customer locations within the specific timeframes
- Developed and maintain courteous and effective working relationships
- Learned and adapted quickly to new technology and software applications
- Self- motivated with a strong sense of personal responsibility
- Proficient in learning new concepts quickly and efficiently.

## **Education:-**

- Master of Business Administration in Human resource Management (MBA)  
DU SOL – Still Pursuing
- Bachelor of Commerce (B.com)  
DU
- Diploma in Hotel Management and Airlines  
Oxford Institute of Hotel Management and Airlines.S

