



PRIYANKA GOHRI

HUMAN RESOURCES MANAGER



Pune, India, Pune, India



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ABOUT ME

As a results-driven professional with over 17 years of experience in HR, Administration, and Facility Management, I have a proven track record of enhancing organizational efficiency and promoting a positive workplace culture. My expertise in talent acquisition and facility optimization, coupled with strong interpersonal and communication skills, positions me well for a leadership role where I can drive growth and success for the team.

SKILLS

HUMAN RESOURCES OPERATIONS

ADMINISTRATION & FACILITIES
MANAGEMENT

LEADERSHIP

INTERPERSONAL COMMUNICATION

AUDITS MANAGEMENT

ORGANIZATIONS SKILLS

PROBLEM SOLVING

LINK

LinkedIn:
<https://www.linkedin.com/in/priyanka>

LANGUAGES

ENGLISH

HINDI

WORK EXPERIENCE

GRAUER AND WEIL

INDIA LTD

Pune

Jun 2024 - Present

Assistant Manager Administration Director Office

- Streamlined administrative operations within the office, enhancing efficiency in infrastructure and civil work
- Expertly managed the Managing Director's calendar, ensuring optimal time management
- Coordinated seamless travel arrangements, including visa processing and web check-ins for the Managing Director
- Oversaw credit card payments and reconciliation of statements, ensuring financial accuracy
- Supervised administrative teams, including the Receptionist, to maintain a professional work environment
- Managed the Travel Desk, facilitating compliance with travel policies for all employees

CENTRE FOR

MENTAL HEALTH

LAW & POLICY, ILS

Pune

Mar 2023 - Feb 2024

Human Resources Manager

- Developed and implemented innovative HR strategies that align seamlessly with organizational culture and values.
- Led comprehensive recruitment, onboarding, training, and exit processes to enhance talent acquisition and retention.
- Fostered team engagement and promoted welfare initiatives to boost employee well-being and productivity.
- Directed policy development and ensured compliance with organizational standards and employment legislation.

HIRERIGHTT

EXECUTIVE SEARCH

INDIA

New Delhi

Dec 2021 - Feb 2023

HR & Administration Manager

- Successfully resourced and placed mid to senior-level candidates in esteemed corporations across the Middle East.
- Designed, implemented, and evaluated comprehensive human resource policies, procedures, and structures.
- Conducted thorough reviews of employee agreements and managed grievance processes effectively.

TRES VISTA

FINANCIAL

SERVICES PVT. LTD.

Mumbai

Nov 2015 - Dec 2021

Senior Commercial Assistant

- Established effective communication channels between departments and management for streamlined meetings, project updates, budgets, policies, and SOPs.
- Drove employee engagement through the implementation of rewards and recognition programs and organized corporate events.
- Oversaw comprehensive administrative operations and managed all facility and infrastructure requirements for the physical office space.

- Executed end-to-end office facility management to ensure a productive work environment.
- Led the execution of ISO and SOC/SOC II audits, ensuring compliance with government licensing standards.
- Supervised the travel desk system and coordinated company car operations for optimal efficiency.

ANAND RATHI
SHARES &
STOCKBROKERS
LTD.

Mumbai
Apr 2013 - Nov 2015

● **Admin & Front Office Executive**

- Managed communications via EPABX system and executed efficient front desk operations.
- Coordinated office supplies and maintenance to ensure seamless office functionality.
- Administered employee contract extensions with precision and attention to detail.
- Organized calendars and scheduled strategic meetings for senior management.

TRAVEL FOOD
SERVICES

New Delhi
Jul 2010 - Mar 2013

● **Shift Manager**

- Oversaw seamless shift management for diverse food outlets within and outside the airport, ensuring operational efficiency.
- Expertly handled stock management, staff scheduling, and personnel allocation to optimize service delivery.
- Assisted senior management with training, performance evaluations, and operational support.
- Conducted 'FIFO' inspections and daily hygiene audits to maintain the highest standards of food safety and quality.

ALLSEC
TECHNOLOGIES PVT.
LTD.

New Delhi
Jun 2007 - Nov 2009

● **Lead Customer Support Executive**

- Spearheaded a high-performing team of 10-12 Customer Support Executives, driving exceptional Customer Satisfaction Ratios through effective on-call support for ordering, complaints, and delivery inquiries.
- Conducted regular quality audits to enhance service excellence and foster customer loyalty.

EDUCATION

SCHOOL OF OPEN
LEARNING,
UNIVERSITY OF
DELHI

New Delhi
2011

● **Bachelors in Commerce (B.Com)**

OXFORD SOFTWARE
INSTITUTE

New Delhi
2008

● **Diploma in Dot Net Programming and Multimedia & Animation (2D)**