

# **GANDHALI SHARAD RAORANE**

Mobile No: 9869864575/9773020189

DOB: 12/06/1989

Emailed: gandha12@gmail.com

Address: Nagpada (Mumbai)

---

## **Objective**

Looking for a challenging career as an Business Support or Office Administrator, where my knowledge, experience and skills can be improved and shared, seeking a position in which my extensive experience will be further developed and utilized within your company and shall contribute towards its growth.

## **Professional Experience Summary**

I worked as a Front desk coordinator and HR executive at B.D.Jokhakar & Co. Chartered Accountant Firm, since last 5 years Where my part is as follow:-

## **Responsibilities**

### **1. HR co-ordination & Employee Engagement:-**

- Posting Ad on Various Job Portals, Eg. Naukri, Monster, Quikr,
- (BCAS,ICAI-CA Institute)
- Sorting CVs from various web portals,
- Short listing them and scheduling interview accordingly
- Helping seniors in ongoing interview.
- Getting done post recruitment formalities of new joinee.
- Organizing in office programs for Articles. E.g. ADP

### **2. Secretarial Functions:**

- Working as Secretary to for all partners-
- E.g., Scheduling Meetings, keeping messages

### **3. Front Desk functions**

Attending Incoming and outgoing calls

## **Experience**

From July 2015 to October 2020

5 Years 3 month

**Current CTC:** Rs. 200,690/-

## **Technical Skills**

MS-office, MS-Outlook

## **Educational Qualifications**

MA (2015) - (Political Science); Mumbai University  
B A (2013)  
H S C (2007)  
S S C (2005)

## **Certification:**

Completed MS-CIT Course passed 72/100  
G.C.C Exam English 30 passed (57%)  
G.C.C Exam English 40 passed with A grade  
G.C.C Exam MARATHI 30 passed (71%)

## **Language Known**

Marathi, English, Hindi, Gujarati

## **Potentials:**

Loyal  
Honest  
Determined  
Learner

I hereby declare that all the information provided is true to the best of my knowledge.

GandhaliSharad  
Raorane

Place:Mumbai