



PRANITA TEHARE

General Administration | Office Management | HR Operations – Recruitment & Resourcing

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PERSONAL PROFILE

Strong Administrator with experience of **over 10 years** in administrative functions, providing comprehensive support to Executive-Level Officers and proactively contributing to organizational goals; **Possess unparalleled customer / guest relationship mgmt. skills** with impressive success in serving on the “front lines”

CORE COMPETENCIES

Strategy Planning & Operations
Secretarial Functions
General / Office Administration
Event Management
HR Operations / Recruitment / Resourcing
Payroll Management
Vendor/ Contract Management
Client/ Stakeholder Engagements
Liaison and Coordination
Purchase / Material Management
Compliances / MIS Reports / Audits
Team Management / Training

EDUCATION

PGDM (Human Resource) from MIT School of Distance Education Pune; 2019

Course in Event Management from NIEM (National Institute of Event Management); 2012

Bachelor in Hotel Management from Yashwantrao Chavan Nasik Open University; 2011

SOFT SKILLS

Collaborator
Communicator
Negotiator
Planner

PROFILE SUMMARY

- Performance-driven professional with extensive experience in **providing General Administration & Secretarial Support, Human Resource Functions, Facilities & Property Management** across internal /external divisions with key focus on seamless operations
- Proficient in managing the **entire gamut of Secretarial Functions** for senior management and contributing in areas of personal & confidential matters including calendar/ diary management, travel arrangements, official correspondence, appointments, visitor management
- Showcased excellence in leading several facets of **Administrative functions** including **Facilities Management** entailing **property maintenance, security, vendor management, agreements, office procurement, assets management** along with appropriate documentation
- Broad-based expertise in **planning & steering activities** such as Scheduling Meetings, Annual General Meeting, Conferences, Events, Get Togethers, Internal Communication, Documentation and so on
- **Strong interpersonal skills**, leveraged in **maintaining effective coordination** between committees, departments, internal clients and external contacts to achieve business & individual goals
- Rich exposure in **managing the HR operations** and related activities including recruitment, induction, maintenance of leave records & attendance details of staff, payroll and others
- **Divergent outlook with pragmatic approach** towards administration using logical, analytical & communications skills to relate to all levels of stakeholders and leading teams towards excellence in the respective arena

WORK EXPERIENCE

Jul' 18 – May' 22: **Maratha Entrepreneurs Association, Pune**
Administrative and Office Head



Key Result Areas:

- Worked as Administrator, Coordinator, Personal Assistant to President of Association
- Single-handedly spearheaded the entire gamut of General Administration, Office Management functions to facilitate the efficient operation of the office
- Provided end-to-end administrative and executive support to President of Association
- Steered Calendar Management entailing appointments, scheduling meetings, diary management, Bulk Mailing, Text and WhatsApp messaging
- Acted as a liaison to the Board of Trustees, and Committee Members including 19 Management Committee Members and 16 Subcommittees
- Acted as Gatekeeper for President Calendar; scheduled and updated about upcoming commitments through Bulk Mailing, Text and WhatsApp messaging
- Finalized minute to minute program/ flow of events and exchanged information with other company departments
- Maintained appropriate data for the yearly account audit process
- Offered telephonic guidance to members about MEA Mobile Application and delivered monthly presentations

BEYOND CURRICULUM

Actively participated and won in Various Bike Racing and Riding Championships

IT SKILLS

Pursuing HTML Course
MS Office and, Internet Applications

PERSONAL DETAILS

Date of Birth: 14th April 1990

Languages Known: English, Hindi & Marathi

Interests: Passionate Bike Rider

- Supervised all travel arrangements and courier activities
- Worked on MDoc and managed its updates
- Administered end-to-end activities for Outlook for C-Panel covering mail activation to the all respective departments as well as SIM card activation and deactivation
- Organized various events including Annual General Meeting, Induction, managed Study Tours - Sports Events (Cricket & Football), Exhibitions, Members Grievance Event & so on
- Drafted and sent invitation letters to well-known motivational speakers
- Coordinated through telephone conference calls and booked conference room for seminars and small lectures
- Maintained data of 800 plus Association Members including their enrolment, yearly membership details and coordinated with other company offices in different cities
- Negotiated with vendors and ensured timely payment release from accounts
- Generated invoices or financial statements and provided assistance in bookkeeping
- Successfully hosted Zoom Webinars during COVID lockdown

Sep' 14 – Jul' 18: Blue Bay Water Sports, Pune Administrative Head and Property In-charge



Role:

- Executed general administration and property management functions spread across area
- Administered recruitment as well as Payroll activities
- Provided administrative support to CEO & maintained manual/ electronic filing systems
- Supervised and kept track of all equipment and inventory for the organization
- Coordinated for regular preventive maintenance to keep the property functioning in top condition; made arrangements for emergency repairs
- Interfaced with suppliers for procurement and negotiated with service providers for AMC; tracked daily stock (consumables); placed orders for re-stocking of material
- Liaised with various government departments for obtaining NOC and permissions for organizing various events; maintained yearly records of Fire Brigade, MECB, Irrigation and so on
- Updated fitness certificate of water sports staff and related equipment
- Welcomed guests and organized refreshments; managed telephone & email enquiries
- Executed HR functions including interviewing job applicants and processing new hire employee contracts and documents
- Drafted employee timesheets and attendance-leave records; shared staff weekly schedules
- Audited and corrected any payroll or billing errors; maintained petty cash
- Calculated daily collection cash; raised sale & purchase orders and issued sales report for sending it to HO

Nov' 12 – Sep' 14: Miracle Events, Pune Production and Administrative Manager



Role:

- Successfully coordinated end-to-end event management projects at site and related administrative work
- Executed techno-commercial operations and released quotations
- Managed contracts for various services and ensured compliance
- Negotiated with vendors and suppliers for various services and managed staff (event coordinators, caterers)
- Ensured events were effectuated smoothly and implemented steps to resolve problems, if any; analyzed event's success and issued reports