

# RESUME

NANDINI. G

No.6, Kalabairaveshwara Nilaya,  
20<sup>th</sup> Main , Ramaswamy Layout,  
J P Nagar 5<sup>th</sup> Phase, Bangalore - 560078  
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## **Education Qualification:**

- Masters Degree in Business Administration - secured 70% (Academic Year 2006-2008)
- Bachelor's Degree in Science - secured 51% (Academic Year 2003-2006)
- I have adequate knowledge of H R Skills , Administerial Skills & IT Skills.
- I have working knowledge in MS Office.

## **Objective:**

- To be a part of the organization and to involve in contributing the progress / growth thereon.
- To work with the team where in my efforts are recognized.
- To be associated with the team who will be guiding factor in designing my career growth.

## **Additional Information**

- I have done six weeks finance project from M/s. IL & FS Invest Smart Securities Limited on the topic "Paradigm Shift in investments".
- I have undergone training programme on "Soft Skills" from M/s. Adecco and Government of Karnataka.
- I have undergone "IRDA" training from M/s ICICI Prudential.

**Work Experience:**

1. I was working with ICICI Direct under the operations team from past 3 months (i.e. from May 2010-July 2010).
2. I was working with Ventura Securities Ltd as Executive Administration from past 6 Years from Aug 2010 till Dec 2016.
3. I was working with Filtrec Bharat Manufacturing Pvt Ltd as Executive Administration from Jan 2017 to June 2017.
4. Currently working with Techno Sales Corporation Pvt Ltd as HR & Admin Executive from past 2 year 6 months.

**Current Roles and Responsibilities**

- ✧ Recruitment
- ✧ New Joining Formalities
- ✧ Maintenance of Employees Daily Attendance.
- ✧ Maintenance of Employees Records.
- ✧ Maintenance of Employees Salary file.
- ✧ Monthly Payroll.
- ✧ Annual Performance Appraisal.
- ✧ Time – Sheet Management for Project Department.
- ✧ Employee Grievance
- ✧ Calculation of OT on a monthly basis & bonus annually.
- ✧ Exit Formalities.
- ✧ Generation of Salary Slips in tally.
- ✧ Basic statutory Knowledge – ESIC , PF & Gratuity
- ✧ Reports related to Performance of the branch on a daily basis.
- ✧ Effective Time Management.
- ✧ Stakeholder Management.
- ✧ Single Point of Contact for the entire Branch of 200 Employees.
- ✧ Lead Management Services – CRM
- ✧ Basic Accounting Knowledge.
- ✧ Arranging for Staff welfare activities – Birthday Celebrations, Dealer's Meeting.

- ✧ Handling Company's Monthly Expenses.
- ✧ Handling Petty cash.
- ✧ Preparing Vouchers regarding Petty cash Statement.
- ✧ Maintenance of Stationary and Housekeeping Items.
- ✧ Handling Mutual Funds & Commodity Back Office Queries.
- ✧ Handling Professional Tax of the Employees as well as the Company.
- ✧ Entire Office Administration
- ✧ Preparing Export Documents while dispatching materials as per the requirement of the vendor on a daily basis.
- ✧ Generating E Sugam Forms & 403 Forms.
- ✧ Looking after IT department of the branch & enhancing my IT skills.
- ✧ Work - Visa Application Process.
- ✧ Generating GRN Receipts as per the Purchase Order in Tally.
- ✧ Supervision of Train, Flight & Accommodation Reservations for Company Staff.

#### **About Me:**

Date of Birth : 24<sup>th</sup> may 1986.

Father's Name : Late Sri. Gurudas B.T

Nationality : Indian

Sex : Female

Marital Status : Single

Languages Known : English, Hindi, Kannada, Telugu and Tamil.

Hobbies : Reading and Listening to Music.

Others information :

- I was awarded First Class marks in All India General knowledge Quiz.
- I was a Class Representative at my school and college days.
- I have received Appreciation Letter from the Zonal head (South) of M/s IL & FS Invest Smart Securities Limited.

#### **Declaration:**

I hereby declare that the above information is true and correct and to the best of my knowledge.

**(NANDINI.G)**

