**RESHMA PATHARE**

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**PROFILE SUMMARY**

An HR Operations, Executive Assistant / Secretary, and administrative partner practitioner with 20 + years of expertise in providing office management, secretarial services, and HR solutions to business leadership. Agile in understanding the administration and HR operations in multiple industries - Look forward to contributing in the areas of HR Business Partnering, Employee Engagement, Talent Acquisition, Executive Assistant, and Executive Secretary.

* Collaborating with other HR teams for cascading and customizing HR Practices
* Ensuring future ready HR Processes for simplicity, efficiency, and effectiveness.
* Ensuring smooth & error free payroll & adherence to compliance guidelines.
* Delivering employee engagement through health and wellbeing, hybrid working, reward structures etc.
* Driving Annual Appraisals & Compensation Revision Exercise
* Ensuring satisfactory audit assessment for various processes of HR
* Lead Risk identification & mitigation initiatives for HR
* Significant time supporting the Office administration.

**ACCOMPLISHMENTS**

* Closed 200 Head plus Lead positions for tech and nontech verticals in a significantly short duration.
* Implemented and executed background verification process for new joiners in liaison with the vendor.
* Led background verification process for 870 new joiners without any glitches in liaison with the vendor.
* Implemented and executed recovery process in case of exited employees.
* Successfully reclaimed the IT Assets and joining bonus totaling 21.5 million INR from the departing employee.
* Efficiently planned and scheduled international and domestic itineraries for senior management contributing to cost effective solutions.

**CORE COMPETENCE**

INTEGRITY

ARTICULATION

TIME MANAGEMENT

VENDOR MANAGEMENT

SAP & MS OFFICE

STAKE HOLDER MANAGEMENT

WORK EXPERIENCE

# TATA DIGITAL - MUMBAI

*Sr. Associate HR Operations E-commerce Dec 2019 – Till Date*

* Responsible for managing the entire lifecycle of the employees at TATA Digital
* Managing and executing complete recruitment to onboarding cycle.
* Managing significant role in hiring for mid-level positions and campus hiring.
* Processing the background verification process in liaison with the vendor.
* Setting up confirmation, leave, and exit processes on the HRIS portal.
* Managing onboarding, offboarding, and payroll for contract-based employees.
* Ensured compliance and PF-related activities and Tata Mobility transfers.

# TATA PROJECTS - MUMBAI

*Executive Secretary to VP & Head Smart Cities Nov. 2015 – Dec. 2019*

* Scheduled international and domestic travel itineraries, hotel and vehicle bookings, visa applications, and passport renewals, and arranged foreign exchanges for international travel.
* Scheduled meetings, and appointments and maintained a well-organized calendar.
* Performed routine secretarial tasks.
* Manageddocumentation for RFPs and pre-bid preparations.

# TATA AUTOCOMP SYSTEMS - PUNE

*Executive Secretary to MD & CEO Automobile May 2008 – Nov. 2015*

* Compiled data from B.U. heads to prepare daily and monthly Management Reports, emphasizing critical areas of concern.
* Supported the Managing Director in developing presentations for Board Meetings and Operational Reviews.
* Reviewed essential data from meetings and conferences, prepared MOM for necessary follow-ups, and shared meeting invites with CEOs and Function Heads.
* Calendar management for the Managing Director.
* Scheduled travel itineraries (both international and domestic) visa applications, and passport renewals, arranging foreign exchange requirements during overseas visits.
* Coordinated travel and logistics, hotel bookings, and managed the hospitality for directors during Board Meetings and also for foreign delegates.
* Managed resources and conference rooms for board meetings, foreign delegations, and internal meetings.
* Supported the HR operations - Managed the joining formalities, GMC data, and medical check-ups.

# ABN AMRO NV - DUBAI

*Senior admin Banking Nov 2005 – Aug 2007*

* Managed queries from legal agencies related to credit card payments deposited in the bank including waiver requests and settlement letters.
* Responsible for overseas case allocation and waivers after settlement to “zeroize” accounts.
* Managed clearance letters to customers.
* Assisting credit card customers in resolving their account matters.
* Collaborated with the operations department for documentation in settling cases.
* Maintained records of settled payments and conducted periodic checks for any outstanding cases.
* Led cases that fell outside the defined scope to the relevant departments.

# PREVIOUS EXPERIENCE

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| SUPERTEX INDUSTRIES | SECRETARY TO FINANCE MANAGER | TEXTILE | NOV 2002 - NOV 2005 |
| TCS | EXECUTIVE SECRETARY & ADMIN ASST | IT | JAN 2001 – SEPT 2002 |
| BOSTONS COMPUTERS | EXECUTIVE SECRETARY & COUNSELLOR | IT | JAN 1999 – DEC 2000 |

# ACADEMIC

* Bachelor of Commerce – Mumbai University – 1998 – First Class
* PG Diploma in Personal Secretary from Davar’s College of Commerce Secretarial Studies & Services, Mumbai
* Government Commercial Certificate (GCC) examination in English Typewriting @ 60 w.p.m.
* Diploma in advanced computing – MS Office