



## SHRADDHA MARTAL

HR and Administrator

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### Summary

I am an experienced HR and Administrative professional based in Mumbai, specializing in employee engagement and process optimization. With a record of reducing costs through strategic vendor management and successful event organization, I excel at streamlining operations and fostering effective workplace environments. My strong organizational skills and proactive mindset contribute to both individual and team success.

### Experience

<b>Laxmi Organic Industries Ltd</b> Human Resources (Admin)	Mumbai 05/2022 - Present
A company specializing in organic chemicals	
<ul style="list-style-type: none"><li>Managed workplace events (e.g., Yoga Day, Diwali Party, Women's Day), including budgeting, scheduling, and vendor coordination</li><li>Assisted in organizing and executing training sessions, including LEAP, VMV, and POSH</li><li>Handled budgets, tracked expenses, processed invoices, and supported finance teams with audits</li><li>Coordinated corporate travel, negotiated vendor contracts (e.g., Air Vistara, Emirates), achieving 15-20 lakh savings</li><li>Managed logistics for new hires, including travel, accommodation, and visa processing</li><li>Organized 25+ offsite conferences and international events, saving 7 lakh in logistics costs</li><li>Supported onboarding, off boarding, payroll, and vendor management</li><li>Managed MIS reports and ensured timely vendor payments</li><li>Spearheaded vendor agreements and corporate accounts, realizing significant savings</li><li>Managed travel, accommodation, and visa arrangements for international conferences (e.g., CPHI, Achema)</li><li>Streamlined expense management processes and collaborated with finance on invoicing and payments</li><li>Oversaw guesthouse operations and project execution</li></ul>	
<b>Sicomoro Advisors Pvt. Ltd</b> Executive Assistant cum Admin Support	
Advisory firm providing strategic consulting services	Mumbai 09/2021 - 01/2022
<ul style="list-style-type: none"><li>Managed incoming calls, routed messages, and greeted visitors in the showroom</li><li>Supported sales and management teams with general administrative tasks</li><li>Coordinated mail and package distribution, maintaining accurate logs for tracking</li><li>Performed clerical duties, including document preparation, scanning, filing, and organization</li><li>Processed financial transactions, including check guarantees, credit card payments, and petty cash management</li><li>Scheduled appointments and maintained the Board director's daily calendar</li><li>Arranged travel logistics, prepared detailed itineraries, and submitted timely expense reports</li><li>Screened and directed calls, inquiries, and visitors, ensuring confidentiality and efficient routing</li><li>Recorded meeting minutes and provided ongoing administrative assistance</li><li>Onboarded new vendors, including Digimaze for online marketing and web development</li><li>Led office renovation coordination with interior designer for space optimization</li></ul>	
<b>Abacus India</b> Administrative Assistant	
Real estate consultancy firm	Mumbai 03/2019 - 06/2021
<ul style="list-style-type: none"><li>Coordinated daily office operations, managing phone lines, scheduling appointments, and greeting clients to ensure smooth workflow</li><li>Supported senior management with calendar management, meeting coordination, and travel arrangements</li><li>Processed mail, managed office supplies, and liaised with vendors to ensure timely procurement and inventory management</li><li>Assisted with financial tasks, including invoice processing, expense reports, and petty cash management</li><li>Organized and maintained files, documents, and contracts for easy access and record-keeping</li><li>Arranged property viewings, client meetings, and real estate events, ensuring seamless logistics</li><li>Ensured confidentiality of sensitive client and company information</li><li>Assisted in onboarding new employees and vendors, ensuring smooth integration</li><li>Contributed to office improvements, including managing renovations and workspace enhancements</li></ul>	

## Experience

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### Maruti Suzuki Autovista & Shinrai Toyota

Receptionist cum Front Office Executive

Mumbai

05/2015 - 12/2018

Automobile dealership

- Managed front desk operations, greeted customers, and directed inquiries
- Scheduled appointments, test drives, and service bookings
- Provided information on products, services, and promotions
- Coordinated with sales and service teams to ensure customer satisfaction
- Addressed customer complaints and ensured prompt resolutions
- Processed payments, maintained records, and assisted with billing
- Managed showroom inventory and promotional materials
- Supported office tasks, including filing, document prep, and supply management
- Maintained a clean, organized, and welcoming environment

## Education

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- Welingkar Institute of Management  
M.B.A
- M.P.E.S  
B.Com
- Maharashtra Aviation Academy & Hospitality Management  
Diploma in Cabin Crew
- Career Vision  
Advanced Certificate in Airfares and Ticketing
- Indian Merchants Chamber  
Foreign Trade

## Key Achievements

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- Cost Savings

Achieved 15-20% reduction in travel costs through effective vendor negotiations and corporate travel coordination

## Languages

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English

Marathi

Hindi

## Skills

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- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook
- HR Software: Darwin HRMS, ZOHO
- Human Resource Management: Employee Onboarding, Document Management
- Organizational Skills: Time Management, Task Prioritization
- Administrative Support: Office Administration, Documentation
- Soft Skills: Effective Communication, Interpersonal Skills
- Continuous Improvement: Process Enhancement, Efficiency Focus