



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

Laxmi Organic Industries Ltd

Human Resources (Admin)

Mumbai

05/2022 - Present

A company specializing in organic chemicals

- Managed workplace events (e.g., Yoga Day, Diwali Party, Women's Day), including budgeting, scheduling, and vendor coordination
- Assisted in organizing and executing training sessions, including LEAP, VMV, and POSH
- Handled budgets, tracked expenses, processed invoices, and supported finance teams with audits
- Coordinated corporate travel, negotiated vendor contracts (e.g., Air Vistara, Emirates), achieving 15-20 lakh savings
- Managed logistics for new hires, including travel, accommodation, and visa processing
- Organized 25+ offsite conferences and international events, saving 7 lakh in logistics costs
- Supported onboarding, off boarding, payroll, and vendor management
- Managed MIS reports and ensured timely vendor payments
- Spearheaded vendor agreements and corporate accounts, realizing significant savings
- Managed travel, accommodation, and visa arrangements for international conferences (e.g., CPHI, Achema)
- Streamlined expense management processes and collaborated with finance on invoicing and payments
- Oversaw guesthouse operations and project execution

Sicomoro Advisors Pvt. Ltd

Executive Assistant cum Admin Support

Mumbai

09/2021 - 01/2022

Advisory firm providing strategic consulting services

- Managed incoming calls, routed messages, and greeted visitors in the showroom
- Supported sales and management teams with general administrative tasks
- Coordinated mail and package distribution, maintaining accurate logs for tracking
- Performed clerical duties, including document preparation, scanning, filing, and organization
- Processed financial transactions, including check guarantees, credit card payments, and petty cash management
- Scheduled appointments and maintained the Board director's daily calendar
- Arranged travel logistics, prepared detailed itineraries, and submitted timely expense reports
- Screened and directed calls, inquiries, and visitors, ensuring confidentiality and efficient routing
- Recorded meeting minutes and provided ongoing administrative assistance
- Onboarded new vendors, including Digimaze for online marketing and web development
- Led office renovation coordination with interior designer for space optimization

Abacus India

Administrative Assistant

Mumbai

03/2019 - 06/2021

Real estate consultancy firm

- Coordinated daily office operations, managing phone lines, scheduling appointments, and greeting clients to ensure smooth workflow
- Supported senior management with calendar management, meeting coordination, and travel arrangements
- Processed mail, managed office supplies, and liaised with vendors to ensure timely procurement and inventory management
- Assisted with financial tasks, including invoice processing, expense reports, and petty cash management
- Organized and maintained files, documents, and contracts for easy access and record-keeping
- Arranged property viewings, client meetings, and real estate events, ensuring seamless logistics
- Ensured confidentiality of sensitive client and company information
- Assisted in onboarding new employees and vendors, ensuring smooth integration
- Contributed to office improvements, including managing renovations and workspace enhancements

Experience

Maruti Suzuki Autovista & Shinrai Toyota

Mumbai

Receptionist cum Front Office Executive

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

- 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

- Cost Savings

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

Languages

English

Marathi

Hindi

Skills

- 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