

# Resume

## **SHWETA PRITAM CHALKHURE.**

### **ADDRESS –**

Casalino Towers A/101  
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**CAREER OBJECTIVE:** - TO UTILISE ALL MY KNOWLEDGE & SKILLS FOR THE GROWTH OF YOUR COMPANY.

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### **PERSONAL DETAILS:-**

DATE OF BIRTH:	11 Dec 1987
NATIONALITY:	Indian
MARITAL STATUS:	Married.

### **ACADEMIC QUALIFICATION:**

- B. com.: Completed 2<sup>nd</sup> Class from Pune University.
- H.S.C. : Completed 2<sup>nd</sup> Class from Maharashtra Board.
- S.S.C. : Completed S.P.M.S.Day School



## **JOB EXPERIENCES:**

**Organization** : **Regus Business Centre Pune**

**Location** : Magarpatta City, Pune

**Designation** : **Community Associate**

**Period** : **Dec 2018 till Sept 2020**

### **Roles & Responsibilities**

- a) Acts as the first point of contact for all clients and visitors providing a professional and friendly service as well as delivering an exceptional first impression.
- b) Serves as a primary resource in assisting clients within the centre; whether showing a client to a meeting room, preparing their new office for move-in, troubleshooting basic technical issues, programming a phone, moving furniture to accommodate their office needs, providing a beverage or assisting with copies/administrative tasks.
- c) Provide the “wow” factor to our clients by taking pride in continually keeping the centre “show ready” by ensuring the business lounge/cafe, conference rooms, show offices and common areas are spotless and prepared for our next guests at all times.
- d) Contributes to the overall revenue of the centre by identifying opportunities and actively upselling/cross selling Regus products and services.
- e) Ensures that all daily service charges are captured and entered Titan.
- f) Becomes an extension of our clients’ team by delivering their mail, answering their phones, sending their packages, ordering their office supplies, preparing their meeting rooms, booking their meeting rooms, and ensuring that they can concentrate on their work, while we manage their office needs.
- g) Serves as a resource for clients seeking information, assistance or recommendations; a thorough understanding of all key services, products and amenities are critical in the ability to deliver service in an exceptional and timely manner.
- h) Demonstrates a true passion for customer service by proactively seeking ways to surprise and delight our clients and guests, always going above and beyond.
- i) Provides the image and service representative of a 5-star business centre through smiling, professionally greeting clients, communicating clearly and effectively, taking pride in the centre appearance and enjoying a professional business environment.

## **JOB EXPERIENCES:**

**Organization** : **iQuadra Information Services Pvt Ltd.**

**Location** : Magarpatta City, Pune

**Designation** : Admin/HR Executive

**Period** : **May 2017 to Dec 2018**

### **Roles & Responsibilities**

- Attendance system
- Salary Bank accounts



- Activation & deactivation of telephone lines & Dongles.
- Helping in HR Drive
- Induction process of new joiners & formalities
- Lunch arrangements for Clients
- Transport for Clients and when an as needed
- Marinating record and ordering stationary
- Vendor Management
- Pantry Material ordering
- Guest House Booking
- Train, Flight and Cab booking for Director
- Marinating cleanliness in office area, Lobby.
- HR Manager, Program Head, Communication, Vendors, Front Officer Management
- Sourcing the candidates through various job sites
- Courier (Inward - outward) record maintenance & bill cross checking
- Welfare facility Management (Employee meals, Birthday etc.)
- Travel and conveyance arrangements for employees and guests.
- Seating plan arrangement
- Sharing data of Machine on-off status.
- Searching & selecting new vendors as per business requirement. Finding best rates / quotes and sharing comparative statement towards making purchase.
- Formalities towards accounts requirement Vendor details, PAN, GST, Bank details etc.
- Raising PO and confirming products and services delivered as per commitment. Collecting invoices in time and submitting to accounts after entering in Admin.
- Ensures proper operation of office copies and other office equipment by completing preventive maintenance: calling for repairs; maintaining equipment inventories, evaluation new equipment and techniques

## JOB EXPERIENCES:

**Organization** 4 : **Extentia Information Technology**  
**Location** : Kalyani Nagar, Pune  
**Designation** : Front Office cum Admin Executive  
**Period** : **March 2014 to May 2017.**

## Roles & Responsibilities

- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Answer all incoming calls and redirect them or keep messages
- Prepare outgoing mail by drafting correspondence, securing parcels etc
  
- Monitor office supplies and place orders when necessary
- Dongles/ Sim Cards/Telephone
- Attendance system
- Salary Bank accounts
- Seating plan arrangement
- Helping in HR Drive
- 23 nos of HK staff handling
- Preparing an annual budget; scheduling expenditures
- Office boys' duties Files, documents, records



- Lunch arrangements for Clients
- Transport for Clients and when an as needed
- Marinating record and ordering stationary
- Vendor Management
- AMCs-water purifier, pest control, CCTV. Fire extinguisher work @ all 3 locations.

### **JOB EXPERIENCES:**

**Organization**            4                    :    **SunGard Solutions Pvt Ltd.**  
**Location**                                :    Aundh, Pune  
**Designation**                                :    Front Office Executive.  
**Period**                                        :    Sep, 2012 To Sept,2013.

### **Roles & Responsibilities**

- Soft Service & Housekeeping.
- Event Management
- Handling Client Visits
- Front Office Operation.
- Day to Day Administration
- Stationary & Housekeeping Stores & Purchase.
- Vendor Management.
- Maintain All Incoming & out going Courier.
- Send ID Cards, Visiting Cards and Stationery Requisition,
- Keeping records of Medicines and Stationary.

### **JOB EXPERIENCES:**

**Organization**            3                    :    **Saertex**  
**Location**                                :    Hadapsar  
**Designation**                                :    Front Office /Admin/HR Executive  
**Period**                                        :    March,2011 To May 2012

### **Roles & Responsibilities**

- Co-ordinating with the Canteen contractor.
- Ensure whether the office, shop floor, Warehouse & Backyard & surrounding is kept clean. by HK boys
- To check whether the incoming and outgoing documents are filed and maintained by security
- Guest Relations- Board, Flags, Intimation to Security Guards, Board Room, Snacks/Lunch arrangements
- To ensure proper filing and files are maintained.
- Follow up with the vendors.



- Maintain a stock of Stationery
- Joining formalities of new joined Employee,
- Issuing Appointment Letter, Offer Letter to new joiners.
- Look into the requirement of office, Office Maintenance Issues like Ac/ Tele / Electrical Issues / furniture fixtures, Vendor Issues.
- Verification & Validation of bills / Invoice for Various Service.
- Travel arrangements of cars for Directors / Guests / VP's

## JOB EXPERIENCES:

**Organization**      2      :      **AMDOCS DEVELOPMENT CENTER**  
**PUNE**

**Location** : Magarpatta City Hadapsar, Pune

**Designation** : Front Office Executive.

**Period** : June, 2010 To Feb 2011.

## Roles & Responsibilities

- Solving Query of Employees.
- Maintain All Incoming & out going Courier.
- Send ID Cards, Visiting Cards and Stationery Requisition,
- Look into the requirement of office, Office Maintenance Issues like Ac/ Tele / Electrical Issues / furniture fixtures, Vendor Issues.
- Soft Service & Housekeeping.
- Event Management
- Handling Client Visits
- Front Office Operation.
- Day to Day Administration
- Stationary & Housekeeping Stores & Purchase.

## JOB EXPERIENCES:

**Organization1** : DAR-AL-HANDASAH

**Location** : Magarpatta Cybercity Hadapsar, Pune

***Designation*** : Front Office Executive

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*Period* : Nov, 2009 – May, 2010

### ***Roles & Responsibilities*** :

- Handling and Coordination for all phone calls.
- Maintain all incoming & outgoing Courier.
- Monitoring and checking with House Keeping team for daily compliance and upkeep of the office.
- Send ID Cards, Visiting Cards and Stationery Requisition,
- Joining formalities of new joined Employee,
- Look into the requirement of office, Office Maintenance Issues like Ac/ Tele / Electrical Issues / furniture fixtures. Vendor Issue