
Mrs. Gargi Girish Avalegaonkar

1102, New Dipti CHS, 'J' Type, Parsi Wadi,
Kopri Colony, Thane (East) - 400 603.

Contact No. : **9967499463**

E-mail id: gargia72@gmail.com

Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development. Also helping me achieve organization as well as personal goals.

➤ **WORK EXPERIENCE**

<u>Present Employment</u>	Stoplik Services India Pvt. Ltd.
Duration	July 2017 to till date
Designation	HR Executive

Job Profile:

- Understanding manpower requisition from the concerned department.
- Understanding the requirement & accordingly drafting a job description & getting it approved from the concerned person.
- Sourcing candidates that match the desired skills. (Using Job portals – Monster & Times)
- Screening the candidates by conducting F2F interview.
- Encouraging the employees to provide reference for better prospects.
- Arranging for Technical Interview & coordinating with the concerned person.
- Maintaining & updating the database of the Candidates.
- Joining Formalities – After selection provide Offer Letter, after joining issuing Appointment Letter to Employee.
- Properly filling relevant documents of the new joined as required.
- Introducing new employee to the staff & managers.
- Coordinating with the IT team to get new employee's email Id made.
- Keeping a track of the attendance of the employee.
- Filling leaves forms & keeping a track of the leaves taken.
- **Employee Engagement** - Planning Events or activities regularly or on some occasions, getting those approved by senior management & implementing those.
- Conducting Exit interviews of Candidates who are resigning.
- Helping the person to be relieved properly.

<u>Present Employment</u>	Stoplik Services India Pvt. Ltd.
Duration	January 2017 to June 2017
Designation	Front Desk & Admin Executive

Job Profile:

- Answer telephone, screen and direct calls.
- Handle EPBX- Generate code, phone lock, Call transfer & divert calls.

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- Take and relay messages and provide information to callers.
 - Maintain Inward and Outward couriers.
 - Booking & follow up for the Courier.
 - Maintain various files and registered & update Data base.
 - Coordinate with HR Department & Placement Consultancies for interview.
 - Coordinate with office staff with regards to their calls, visitors, Office stationery, etc.
 - Look after the Housekeeping Staff for Hygiene & Cleanliness in & around the Front Office Area.
 - Greet the staff and the visitors entering in the organization.
 - Ensure knowledge of staff movements in and out of the organization.
 - Monitor visitor access & maintain security awareness.
 - Direct visitors to respective department.

Previous Employment **Pragati International Placement**

Duration April 2016 to January 2017
Designation **HR Executive**

Job Profile:

- Understanding manpower requisition from the concerned department.
- Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
- Sourcing candidates that match the desired skills.
- Using Job Portals (Monster & Times Jobs) for registering data.
- Screening the candidates by conducting telephonic interviews.
- Communicating the employment status.
- After complete all process (Medical Check-up to getting Visa & Air Ticket)
- Maintaining and updating the database of the candidates.
- Keeping a track of the attendance of the employees.

Previous Employment **IBSAMS (Indian Business School of Advance Management Studies)**
Duration August 2012 to July 2015
Designation **Operation Associate**

Job Profile:

- Admission registers update.
- Receiving incoming calls.
- Handling student's query
- Using Job Portals (Monster, Shine, Naukri & Times Jobs) for registering data & then calling process.
- Working on online marketing (Daily Email Process from SMTP Software)
- Sending question papers to the students for examination.
- Handling student examination's all process.

<u>Previous Employment</u>	SIR DORABJI TATA TRUST & ALLIED TRUST
Duration	May 2010 to Nov 2011
Designation	Junior Program Assistant

Job Profile:

- Assisting program officers of various portfolios to ensure that adequate supporting documents with the activity trail in respect of each project are in place so as to have continuity in operations.
- Entering data and consolidating all information about databases and their installment releases and presenting them in the desired format (reports, etc.)
- Drafting contract letters for grant release and subsequent installment releases.
- Day to day office work like handling telephone calls, emails, drafting, filing etc.
- Coordinating with partner organizations for reporting and other communication.
- Entries of all ongoing project and their installment release in database and in an excel.
- Checking of the files and maintaining accurate and updated records for quick and easy reference at later stages.

<u>Previous Employment</u>	JAYPEE CAPITAL SERVICES LTD.
Duration	August 2007 to April 2010
Designation	Receptionist - Administrator

Job Profile:

- Preparing invoices as well as scanning & sending them to branch for payment
- Preparing Petty Cash Book & day to day transaction.
- Preparing vouchers manually & Computerized (into Excel sheet)
- Dispatch & Record maintenance of the letters.
- Handling day to day administrative work.
- Handling five Telephone lines as well as Fax Machine.
- Hotel Booking for Staff & Director.

<u>Previous Employment</u>	ICICI HOME FINANCE PVT. LTD.
Duration	July 2005 to July 2007
Designation	Data –Entry Operator
Department	Two Wheeler Loan

Job Profile:

- Login of Application Forms.
- Data-Entry for the same.
- Preparing the Database of PDD (Post Disbursement Data) Tracker.
- PDD Entries in Database.
- Preparing the MIS of PDD updating.
- All Clerical work done into Excel & Word.
- Preparing petty cash book and day to day transaction.
- Preparing vouchers manually & day to day update into Tally software.
- Handling Telephone as well as fax machine.

➤ **Educational Qualification:**

- **Advanced Diploma** with specialization in **Human Resource Management** from **Indian School of Business Management & Administration, Mumbai.**
- **B.A.** from **SNDT University** passed in 2003 with II Class.

➤ **Other Qualifications:**

- Internet, Email, Database, MS - Office
- Tally 6.3 & D.T.P.

➤ **Personality Traits:**

- Focused, Dedicated, enthusiastic and willing to learn.

I hereby declare that the above details are true and fair to the best of my knowledge.

Place: Thane

Date:

(Gargi G. Avalegaonkar)

