

**Urvashi Jain**

**Mobile (+91) 7828288048**

**Email – [urvi.uvi@gmail.com](mailto:urvi.uvi@gmail.com)**

**Summary:**

With an overall experience of 4 years, as **HR Executive** and Resourceful **Executive Assistant** allowed me to work into different verticals of organization that includes coordinating international travel, organizing large scale meeting and supervising reports of different departments in the organization. A self motivated individual, skilled at multitasking and maintaining a strong attention to detail, employees professionalism and good communication skills to meet company's needs.

**Education Profile:**

- 1. MBA in IB and HR from ISBM, Mumbai. (2015-2017) (76%)**
- 2. Bachelor of Business Administration (BBA) in Foreign Trade from Prestige Institute Of Management And Research, Indore (2011-2014) with First Division (73%).**
- 3. Passed class 12th** from CBSE.
- 4. Passed class 10th** from CBSE.

**Work Experience:**

Company : **Arihant Capital Markets Ltd., Indore**

Position : **Executive Assistant & HR Executive (Generalist)**

From : **April, 2018 - Present**

Arihant Capital Markets Ltd., a Forbes Asia's ranked as '200 Best under a \$Billion' Company.

We are one of the leading financial services company of India that was established in 1992 with expertise in creating wealth since 25 years.

With our nationwide presence and a strong team, the Company has a diversified clientele that includes retail clients, corporate and institutions spread over 650+ investment centers pan India.

Here, I am working as an **Executive Assistant** to Vice President & Business and Operational Head and as **HR Executive**, I look after the HR department at pan India level.

**HR Executive Role** - Recruitment, On-boarding & Exit formalities, Time office management, Employee engaging activities, induction & Orientation, payroll management and Performance appraisal.

And for **EA Role**, i am performing all below-

### **Highlights-**

- Supporting the day to day work of the VP & Business Head.
- Responsible for Calendar management, interaction with both internal and external communication of the company with guidance from VP.
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Maintaining Business data and updating the same on regular basis.
- Attending meetings along with VP, preparation of the agenda for meeting, creation of Minutes of Meeting and circulating the same to all concerns.
- Provides complex travel arrangements.
- Administering correspondence, manages incoming calls, and prioritizes phone messages, emails.
- Handling all calls and visitors with grace, sophistication and professionalism.
- Preparing for meetings including ordering lunch, booking conference rooms, setting up projector or video conferencing units.
- Assists with recruitment efforts, new hire orientation, on-boarding and terminations.
- Maintaining an effective administration system.
- Generation of leads, taking follow ups from clients from origination till the end of lead.

Company : **Hiteshi Infotech Pvt. Ltd., IT Park, Indore**

Position : **Executive Assistant & HR Recruiter**

From : **November, 2016 - April 2018**

Hiteshi Infotech, our company provides Mobile & Web Solution to our Clients all over the globe from more than 10 years. We have more than 115+resources with us and delivered 300+ projects.

Here I worked as an **Executive Assistant** to **CEO** of the Company. I used to assist CEO, Mr. Manoj Mirchandani, he provides me all the work of all the department and I have to distribute the work to department heads (HR, Finance, Sales & Production) & supervise them. Do auditing part, check reports and performance of all the Departments. My direct reporting manager was CEO. I am working for two more departments that are HR & Sales, I am into HR recruitment and few more work of HR. In sales, I have worked as BDE also for few Months.

Company : **Choksi Laboratories Pvt. Ltd., Indore**

Position : **BD Executive**

From : **January, 2016 - November, 2016**

Established in 1982, CLL, or Choksi Laboratories Limited, as it is more widely known, is a leading analysis and research group, providing complete solutions for improving quality in Processes, Products, Services.

**Job Responsibilities:**

- Responsible for Handling inquiries, negotiation & preparation of Quotation and Performa invoice.
- Bidding for government projects.
- Responsible for confirmation of instrument feasibility for test methods.
- Coordinating with technical team for sample status.
- Prepare all the reports i.e. Food, micro, calibration, building material, pharma, method development validation and verification. Deliver it to client.
- Timely execution of work as per requirement.

- Responsible for payment follow-ups and payment confirmation.
- Renewal of Annual rate contract.
- Coordination of monthly food sampling, environment monitoring and micro analysis (swab test) with Companies

## **Projects Undertaken**

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**Summer Internship: Completed summer training from "TATA INTERNATIONAL LIMITED, DEWAS"**

**Major Research Project: Project Title: "Production of Cotton and its Exports"**

### **Objective:**

- To evaluate the export Competitiveness of Indian Cotton Sector.
- To study the trend of production of cotton in our Country.
- The Area, Production And Yield of cotton difference year by year.

### **Extra curricular:**

Co-Coordinator of Manthan cultural committee.

### **Strength:**

- Likes to accept new challenges.
- Open for criticism to improve my-self.
- Quick learner and hard working.
- Flexible and adapt quickly to new working environments.

**Personal Details:**

Name : Urvashi Deshmukh Jain

Father's Name : Mr. Ram Deshmukh

Husband's Name : CA Piyush Jain

Date of Birth : 26th Feb 1994

Marital Status : Married

Temporary Address : Sai Milan Apartment, GanpatRao Kadam Marg, Worli, Mumbai

**Declaration:**

All the above stated information is correct to the best of my knowledge. I am confident of my ability to work in teams.

**Date:**

**Place: Mumbai**

**Urvashi Jain**