

Aarti Maurya
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6.10 Years OF WORK EXPERIENCE IN
Assistant Manager HR, Human Resources/MIS /Billing Cordinatore /Back
office operations/Retail Sales (CSE)

"To work in an environment which provide me competition and challenges enough to polish my skills and knowledge that I can utilize for my company and personal growth."

Areas of Expertise

- * **Language C & C++, Retail Marketing, Customer Relationship Management** *
- * **DBMS, MS office, human resource**

Career Synopsis

- Result-oriented dynamic professional with **6.10 years of experience** in the areas of **Assistant Manager HR, HR HEAD, Vodafone (CSE), Retail Sales, Back office operations, Business Development & Middle level Management.**
- Working with AVA Buildcon as an Assistant Manager HR since January 2021 to march 2021 in Raipur.
- Working with Galaxy Synergy Pvt Ltd as a MIS Co-Ordinator Since September 2019 TO December 2020
- Working with shri aurobindo nethralaya as a HR Manager since November 2018 to September 2019 in raipur
- Working with **Vodafone** as a **CSE (Store Executive)** since **July 2016 to January 2018.in indore & raipur**
- Worked with **Ratan Ayurvedic Sansthan Pvt. Ltd** as a **Management Trainee (Back office Operations)** since **25 may 2015 to June 2016.in indore.**

Key Skills:-

- ✓ Have experience and expertise in installation of various software and operating system.
- ✓ Expertise in the usage of MS office namely Word, Excel.

Academic Qualifications & Computer Skills

Course	School/Institute	Board/University	Year	%
M.B.A. (HR + Marketing)	Sanghvi institute of management & science, Indore (M.P.)	Devi Ahilya University Indore (M.P.)	2013-15	62%
B.C.A.	Universal College Shahdol	Makhanlal Chaturvedi university Bhopal (M.P.)	2008-11	73%
HSC (Science)	Saraswati Higher Secondary School (M.P.)	M. P. Sanskrit Board, Bhopal	2008	63%
SSC	Saraswati Higher Secondary School (M.P.)	M. P. Board Bhopal	2005	52%

Professional Experience

Organization: **AVA BUILDCON**
Work location: **Raipur**
Designation: **Assistant Manager HR**
Duration: **January 2021 TO MARCH 2021**

Company profile: AVA Buildcon has made a name for itself in the list of top service providers of in India. AVA Buildcon is listed in Trade India's list of verified companies offering wide array of etc.

Work profile:

- Handling HR & Safety Compliances on monthly basis, Staff Management
- Issuing LOI & Work Order at the same time of Confirmation & Followup for the same.
- Management information system/client dealing co-ordinator.
- Manage block wise reports on daily basis
- Recruitment, Hire, resources, EPF, ESIC Handling.
- Manage all blocks Allowances, Conveyances Long with their Daily Requirements.
- Training, professional Development, staff handling, floor management.
- Appraisals, RNR, Maintaining work culture, resolving conflicts, employee relations,
- Rewards and Incentives, Legal knowledge, camp Organization, Management, payroll management.

Organization: **Galaxy Synergy Private Limited (DV PROJECTS)**
Work location: **Raipur**
Designation: **MIS/BILLING COORDINATOR**
Duration: **September 2019 TO December 2020**

Company profile: GALAXY SYNERGY PRIVATE LIMITED industry code is 64204 and its involved in Activities of the (FOC), cable operators, Which is basically named as BHARAT NET PROJECTS, Services by cable operators.

Work profile:

- Management information system/client dealing co-ordinator.
- Manage block wise reports on daily basis
- Reconciliation, managing, finalizing the ITP'S of all block, including MH, BLOWING, DIT.
- Handling DPR with coordination of team
- Manage & co-relate the DPR of the field

Organization: **Shri aurobindo nethralaya** (a unit of shri aurobindo medical research centre)
Work location: **Raipur**
Designation: **HR Manager**
Duration: **November 2018 to September 2019**

Company profile: Shri Aurobindo Nethralaya Hospital is a World-class facility focused primarily on Quality eye care with cutting edge Technology and highly skilled Doctors, Rated as one of Chhattisgarh's leading Eye Hospitals.

Work profile:

- Recruitment, Hire, resources.
- Training, professional Development, staff handling, floor management.
- Appraisals, RNR, Maintaining work culture, resolving conflicts, employee relations,
- Rewards and Incentives, Legal knowledge, camp Organization, Management, payroll management.

Organization : **Vodafone**
Work Location : **Indore, Raipur**
Designation : **Customer Relationship Executive (CRE)**
Duration : **July 2016 to January 2018**

Company Profile: "Vodafone" is the most reputed telecom industry in the world. It's working more than 57 countries. Currently merged with Idea Cellular Ltd India and both of the telecom service provider industries work together.

Work Profile:

- Customer Handling and provide them a best service of Vodafone.
- Maintain the daily, Weekly and Monthly target.
- Maintain the different parameters of Vodafone such as: - TNP, App Target, Mpesa and others.
- Maintain daily check-in and check-out Clients logs and send report to the Manager.

Organization : **Ratan Ayurvedic Sans than Pvt. Ltd.**
Work location : **Indore**
Designation : **Back office operations**
Duration : **june 2015 to July 2016.**

Company Profile: "Ratan Ayurvedic Sansthan Pvt. Ltd" is an Ayurvedic organisation. Cosmetics, Herbal products and different types of medicines manufacture and supply to the customer in overall India.

Work Profile:

- Verifying the account and recorded of issues cheques.
- Certifying documents and bill of the ordered medicine.
- Maintain Record of all customer demand for medicine and delivered them at the date.
- Maintain the Records of the Logistics.

Organization : **Carrier dynamics**
Work location : **Indore**
Designation : **HR Recruiter**
Duration : **Dec 2014 to June 2015.**

Company Profile:

Deals in Placement Consultancy Services.

Recruitment Agency: Recruitment Agencies, Recruitment Websites, Recruitment Consultant, Hiring Agencies, Employment Agent, Professional Recruitment Consultants, Placement Services, Freelancing Service Provider.

Work Profile:

- Maintaining Call record
- Recruitment, hire resources.
- Training, professional Development,

Internship & Trainings

Organization : **Interns at S.E.C.L. Amlai (M.P.) in HR.**
Workshop : Basic journal and administrative training of internship for one Month.
Duration : **27 Days (From 15-Oct-2014 to 10-Nov-2014)**

Personal Details

Father's Name : P.L. Maurya
Date of Birth : 12th Aug 1990
Marital Status : Unmarried
Language Known : Hindi and English
Present Address : Raipur
Permanent Address : Raipur (C.G.)
Strengths : Confidence, Strong communication skills, Multitasking Ability & Goal Oriented, Passionate to dedicated towards work.

I hereby declare that all information furnished above is true to the best of my knowledge.

Date:

Place: Raipur

Aarti Maurya