

Gauri Ozarkar

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CAREER OBJECTIVES: To work with an organization offering a challenging work profile.

KEY SKILLS: Optimistic Approach, Team handling, Dynamic Administration, Public Relations, and Project Management Skills

ACADEMICS: I am a First-Class Bachelor of Commerce 2000, Shivaji University, Kolhapur. Also, a merit holder in HSC in the MCVC Stream.

COMPUTER KNOWLEDGE: MS Office 2003, MS Project 2007

PROFESSIONAL WORK EXPERIENCE: Name of the Organization	Role/Responsibility	Duration
HELLA India Automotive	Executive Assistant	April 2015 till date
Element78 Talent Consulting LLP	Business Operations	May 2014 to March 2015
Vinsys IT Services (I) Pvt. Ltd	Business Operations	Nov 2007 to Jan 2014
SEED Infotech Ltd	Business Operations	Jan 2006 to Oct 2007

DETAILED WORK EXPERIENCE:

Name of the Organization: Element78 Talent Consulting LLP (Since May 2014)

Position Held: Executive Assistant to Director.

Roles and Responsibilities

1. To manage calendar and appointments
2. To arrange the travel for Domestic and International locations
3. To prepare MOM for various meeting and follow up on action items
4. To prepare presentations for various forums
5. To generate various reports on monthly basis
6. To invoice the billable resources to the parent company
7. To make necessary arrangements for the Indian as well as foreign guests.

Name of the Organization: Element78 Talent Consulting LLP (Since May 2014)

Position Held: Business Operations.

Roles and Responsibilities

1. To prepare a trainer pool with various competencies in the trainings related to people development and organizational development.
2. To design standard training programs.
3. To prepare proposals as per the inputs received from the Business Development team and the client.

Name of the Organization: System Consultant/Vinsys IT Services (I) Pvt. Ltd. (Nov 2007 to Jan 2014)

Position Held: Associate Manager – Project Management training and consultancy.

Handled the team of 5 Business Development resources across India.

1. To manage the team and deal with their concerns/issues.
2. To suggest various training and discussion programs for team up gradation.
3. To map the Competencies of the team and assign the responsibilities.
4. To standardize the Documentation/MIS/Report generation process.
5. To Co-ordinate for the trainings, logistics etc.
6. To Co-ordinate with the BDMs located PAN India and Internationally for various business units for various programs, trainings, consultancy etc.
7. Communication with PMI® for Activity registration, Annual subscriptions and Audits.
8. Maintaining the Revenue Vs Expenses for the Project Management Business Unit.

As a part of Business Development and Business Operations, undertook small projects like:

- a) Preparation of the Sales kit for the Business Development resources.
- b) Designing Programs to promote “Importance of Project Management concepts”.
- c) Designing the content for the website.

While working with Project Management Business Unit of Vinsys, I was selected for Handling the “Recruitment and HR Project” for IBM Global Process Services. Duration: June 2012 to Aug 2013

Remark: Project was completed, and it entered the Operational phase.

The roles and responsibilities were:

1. To recruit the recruitment team across India.
2. To complete a market survey to understand the salary packages and perks offered to the BPO candidates.
3. To manage the team of 10 recruiters located in Pune, Bangalore and Gurgaon, to fulfill the resource requirements in Pune, Mumbai, Bangalore, Vizag, Gurgaon, Noida and Chandigarh.
4. To co-ordinate with IBM-GPS and Vinsys HR for completing all the official and Legal formalities for the selected candidates to join.
5. To manage the induction process as well the Background and Criminal Verification of the joiners.
6. To generate reports and analyze the data for:
 - Requirements shared – Requirements Fulfilled-Resources selected- Joining completed
 - Attritions % - Reasons for attritions- Corrective /Preventive measures.
 - Revenue Vs Expenditure-Profit Margins
 - Invoice Payable and Receivable.
 - Incentive Schemes for the Recruitment team and Recruitment Agencies.
 - Final consolidates for the Management Submissions.

Name of the Organization: SEED InfoTech Ltd.

Position Held: Business Operations (Jan 2006 to Oct 2007)

Roles and Responsibilities

1. Planning and co-coordinating the Open House Workshops for various technologies as well as Project Management.
2. Opening various territories for Conducting Open House Workshops.
3. Taking care of Workshop execution as well as payment Collection.
4. Co-ordinating the trainings for various companies conducted in-house as well client side.
5. Customer Relation and service.

Name of the Organization: Vision Marketing.

Position Held: Administrator (Jan 2004 to Dec 2005)

The company was the franchisee for Tata Indicom Tele services. The company was also Authorized Dealers for IBM Printing Systems Division and BENQ Laptops, Scanners and Laser Printers.

Roles and Responsibilities:

1. Managing the Help desk at a Customers Care Department.
2. To interact with customers on telephones as well as face to face.
3. To quote the competitive prices for the products as per the requirement of the customers and the sales team.
4. To maintain the records of the customer for the regular follow-ups and after sales service.
5. To maintain the stock of the goods.
6. To maintain records of all the cash and bank transaction
7. To prepare, maintain & updates record about the receivables and payables.
8. To handle all primary accounts like, petty cash etc.

ADDITIONAL WORK EXPERIENCE:

1. Worked as Apprentice in Janata Sahakari Bank Ltd, Satara and experienced working in all the sections including cash counters, clearing section, loan sections etc.
2. Working as the Assistant to MR (Management Representative) in Vinsys IT Services (I) Pvt. Ltd., as we are ISO 9001:2008 certified organization.

PROFESSIONAL TRAINING S AND CERTIFICATIONS:

1. Completed the Business English Communication Level 1 from British Council, Pune
2. Attended the Ladegurd ® -Key to successful Selling.
3. Attended the ITIL V3 Foundation training.
4. Attended the PMP® Study Facilitation Program.
5. Attended the internal trainings
 - Team Building,
 - Interpersonal Skills,
 - Presentation Skills.
 - Interviewing Skills
 - Communication Skills
 - Organizational Etiquette

Other details:

Date of Birth : December 15, 1979

Marital Status : Married