Email: sawantr20@gmail.com

Mobile: +91 9699951066

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| **Career Objectives** |  |

* To work in the organization with Sincerity and upgrade skills and knowledge for technological innovations

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| **Work Experience** |  |

**Executive HR Jan 2016 – May 2017**

Chanakya HR & Finance Consultants Pvt Ltd

**JOB PROFILE**

* Design creative and informative advertisements on naukri job portals
* Short-listing the candidates profile according to the requirement
* Posting, sourcing, screening, data basing & short listing of profiles from various sources like Naukri Job portal, Internal Database, Employee Referrals
* Co-ordination with the HR-Managers
* Co-coordinating with the Companies and candidates for Interview
* Negotiating the salary with the selected candidates as per the company salary structure
* Coordinating in the joining formalities
* Sending the MIS (Management Information System) weekly & monthly reports to the concerned managers.

**Executive Sept 2012 – May 2014**

The Walt Disney Company Ltd.

**JOB PROFILE**

**Presentation & Scheduling (March 2013 to May 2014)**

* Promos, Graphics entry as per the details provided by the OAP/ Graphics team
* Following PCL as per the Research/ Marketing/ Programming guidelines
* Sending the final playlist within the deadlines.
* EPG, Promo % & Promo run report
* Data accuracy
* EPG. to be sent without manual intervention
* Smooth coordination between Internal & External departments.
* Backup creation for holidays

**Programming (Sept 2012 to Feb 2013)**

* Updating of Movie Deals and its parental rating (Censor Rating) in scheduling software for

UTV Movies channels

* Coordination with Acquisitions for the movie deals and Censor Certificates for parental rating
* Maintain database of Movies and generate reports such as active movies and run reports
* Ensure all inputs are entered accurately to go the movies on air
* Coordination with the programming team for the Weekly FPCs of Movies

**Receptionist & HR-Admin Coordinator July 2012 – Sept 2012**

Pi-Techquines Private Limited

**JOB PROFILE**

* Review timekeeping, attendance record as per regulations
* Maintain employee files and HR filing system
* Assist day-to-day efficient operation
* Prepare the final list of Overtime for all Associates and pass on to Account Dept.
* Check Reimbursement for Associates like Taxi Fare& Dinner in case of Overtime
* Inventory of office stationary
* Front office duties
* Answers the telephone in a professional manner and assists internal guests with any questions, directions to the property, etc.
* Assist Management & Office Staff.
* Handover the couriers to the associates.

**HR & Admin Assistant Aug 2011 - June 2012**

Reemit Studio

**JOB PROFILE**

* Maintain employee files.
* Assist day-to-day efficient operation
* Assist Management & Office Staff
* Inventory of office stationary
* Handover the couriers to the associates
* Provides administrative support

**HR & Admin Assistant April 2011 – July 2011**

Honda Gulf FZE (Dubai)

**JOB PROFILE**

**HR**

* Review timekeeping, attendance record as per regulations
* Maintain employee files and HR filing system
* Assist day-to-day efficient operation
* Keep Control of the passport & Employment Cards of associates
* Handover and collection of Passport & CC card to associates
* Prepare Data for Annual Passage
* Prepare the final list of Overtime for all Associates and pass on to Account Dept.
* Update data for Associates related to Renewal of Visa, Employment Card & Passport
* Check Reimbursement for Associates like Taxi Fare& Dinner in case of Overtime

**Admin**

* Arrange Air Ticket & Air fare Quotation through agent
* Coordinate with Sales Team for assistance of our Guest in case of Hotel Booking, Visa Arrangement
* Supervision of cleaning Activity
* Inventory of office stationary
* Coordinate with Warehouse associate and the Management
* Provides administrative support in the preparation of correspondence, reports, schedules, confidential materials and various employee issues

**Receptionist**

* Front office duties.
* Answers the telephone in a professional manner and assists internal guests with any questions, directions to the property, etc.
* Assist Management & Office Staff.
* Handover the couriers to the associates.
* Perform other duties as assigned, Executing Employee Engagement activities like Birthday celebrations, Farewell Parties, Lunch for Guest

**Acquisition Officer - Reporting to Head of Dept. July 2007 - Mar 2011**

ZEE Entertainment Enterprises Ltd.

**JOB PROFILE**

* Involved in development and implementation of Rights Management System (RMS) & Document Management
* System (DMS)
* Updating acquired movies / programs details in SAP
* Also handles the process of MIGO (Material Management-Inventory Management-Goods Movement)
* Provide functional inputs for development of automation solutions for Information Centre
* Formulation and implementation of systems & procedures for efficient and smooth functioning of information operations
* Coordination for Movie Deals and  Censors Certificate
* Maintains Movie releases data in excel.
* Maintains database for acquired Movies

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| **Educational Qualification** |  |

**S.S.C** 2002 52%

SHETH ISHWARDAS HARIDAS BHATIA HIGH SCHOOL, Kurla, Mumbai

**H.S.C (Commerce)** 2004 62%

KARTHIKA JR. COLLEGE, Kurla, Mumbai.

**T.Y.B.COM** 2007 50%

GURUNANAK COLLEGE, Sion, Koliwada, Mumbai.

**HUMAN RESOURCE MANAGEMENT Diploma Course (Grade A)** 200961.30%

WELINGKAR INSTITUTE OF MANAGEMENT

Matunga, Mumbai.

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| **Technical Qualification** |  |

**MS-CIT Course (3 Months)**

DOLPHIN COMPUTER INSTITUTE 2004 79%

Kurla, Mumbai.

**AADM Course (1 Month)** 2005

ANIRUDDHA ACADEMY OF DISASTER MANAGEMENT

Kurla, Mumbai.

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| **Computer Skills** |  |

* **MS-Office & other Office Applications:** Good in **MS Office (Word, Excel, PowerPoint)**
* **Web-Applications:** Fairly well versed with information retrieval and dissemination through

**E-mail** (using all E-mail clients like **Outlook Express, MS Outlook, Lotus notes**, etc. besides use

of industry standards browsers and the **Internet**)

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| **Soft Skills** |  |

* Positive attitude towards everything
* Honest, Responsible & committed at Work
* Quick Grasping Ability
* Assured service delivery of targets and goals
* Good Communication Skill
* Ability to work well in a dynamic, fast-changing environment
* Multi-tasking with minimal supervision
* Strive to Achieve Perfections

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| **Hobbies** |  |

* Reading
* Singing
* Listening Music
* Cooking

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| **Strengths** |  |

* Good Managerial Skills & Team Mate
* Relationship Management

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| **Personal Details** |  |

**Name** Reena Amit Paley

**Date of Birth** 2nd August, 1987

**Permanent Address** Virar (West),

Mumbai – 401 303. .

**Marital Status** Married

**Languages Known (Speak, Write, Read)** English, Hindi, Marathi

**Mobile Number** +91 9699951066

**Email Address** [**sawantr20@gmail.com**](mailto:sawantr20@gmail.com)

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