

HARSHA BHAGAT

Administrative with India experience

D.O.B: 1st July 1992

Nationality: Indian

Location: Mumbai, India

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CAREER OBJECTIVE

To pursue a challenging position in **Administrative** in a dynamic environment which allows me to utilize my inherent strengths, skills and offers scope for professional and personal growth.

PROFESSIONAL SYNOPSIS

- ☐ Worked in admin **2 years** in corporate, managed all different department.
- ☐ Dedicated and hard working individual always looking for new areas to learn and enhance my knowledge.

ACADEMIC QUALIFICATIONS

- ☐ Graduated BACHELOR OF COMPUTER APPLICATION from Dr. BMN College of Home Science (S.N.D.T. University, Mumbai) june 2013

TECHNICAL SKILLS

- ☐ Programming language:- VB,HTML
- ☐ Operating system:- Windows, Microsoft outlook, Opera, Microsoft Office, Microsoft Excel sheet, Presentation power point, Social Media, Project Management
- ☐ Other:- Adobe photo shop, Coral Draw

NON-TECHNICAL SKILLS

- ☐ Administrative Work:- Assertiveness, Analytical, Collaboration, Diplomatic
- ☐ Constructing Agendas:-Organizing Planning, Vendors, Clients, Customer Service
- ☐ Other:- communications, Operator, Proactive, Errands, Management, Accuracy, Learning

LANGUAGE PROFICIENCY

- ☐ Can read, write and speak: English, Hindi, Marathi.
- ☐ Can read and speak French(basic) and German(basic)

WORK EXPERIENCE

TCS PVT LTD(Admin Co-ordinator/Associate) OCT 2015-MARCH 2016

- ☐ Supporting the administrative requirements of internal teams in a pressurized office.
- ☐ Can prioritize and handle multiple tasks while meeting established deadlines.
- ☐ Collating timesheets, calculating hours & producing information to forward to payroll organization.
- ☐ Ensuring office expenditure is maintained within budgeted levels.
- ☐ The ability to plan, anticipate & react positively.
- ☐ Ability to communicate effectively at all levels.
- ☐ Ensuring that proper office evacuation procedures are in place in case of a emergency situation arising.
- ☐ Knowledge of accounting, data and administrative management practice and procedure.
- ☐ Writing up simple instructions, short correspondence, and memos.
- ☐ Maintaining correct staffing levels in line with busy periods and holiday leave.
- ☐ Providing reports, as required, for senior management.
- ☐ Investigating and resolving invoice queries.
- ☐ Dealing with queries both internally and externally.
- ☐ Coordinate with IT department on all office equipment.
- ☐ Manage contract & price negotiations with office vendors, service providers & office lease.
- ☐ Listening and coordinating with various departments within the corporate office and all branch offices.
- ☐ Determine current trends & provide a review to management and act on.
- ☐ Responsible for ensuring office financial objective are met by preparing annual budget for the office, planning the expenditure, analyzing variances and carrying out necessary correction that may arise.
- ☐ Participate actively in the planning and execution of company events.
- ☐ Organize orientation and training of new staff member.
- ☐ Ensure security, integrity and confidentiality of data.
- ☐ Coordinate schedule appointment and booking.
- ☐ Giving suggestion to the management on the overall functioning of the office.
- ☐ Carrying out a physical stock count of consumables on a monthly basis.
- ☐ Receiving the post, sorting it out and then passing it on to the correct recipients.
- ☐ Responsible for providing general administrative support to enable the smooth & effective running of the business.
- ☐ Maintains human resources records by recording new hires, transfer, terminations, changes in job classification, merit increases, tracking vacation, sick and personal time.
- ☐ Support human resources department by screening and interviewing applicants
- ☐ Chasing up unpaid bills and making sure deliveries to customers arrive on time.
- ☐ Preparing payroll orienting new employees administering employee benefit programs.

- ☐ Handle residency complaint maintenance request and other concerns according to property accommodation-specific and company procedure.

CMC PVT LTD(Front Office Cum Admin) MAY 2014-SEP 2015

- ☐ Solution for end to end requirement.
- ☐ Liaising with the PA's and executive directors.
- ☐ Providing administrative support to internal/external department and individual.
- ☐ Act as a first point of contact for the visitors, meet, greet & direct.
- ☐ Drafting letters of engagement & related correspondence, distributing memos, typing & editing document.
- ☐ Answering, Directing & screening telephone calls & responding to inquiries.
- ☐ Scheduling appointments, updating the company calendars and arranging conference.
- ☐ Maintaining filing system.
- ☐ Installed & managed, operating & backup system.
- ☐ Review & managed client backup data to ensure successful storage.
- ☐ Managed the team in absence of duty Manager.
- ☐ Provide office support service in order to ensure efficiency & effectiveness within the company.
- ☐ Communicate & Co-ordinate with other department for all their concern.
- ☐ Perform general secretarial duties such as preparing correspondence and attending to the switch board.
- ☐ Handles delicate situation such as customer request, special needs & complaints.
- ☐ Accepted letters & packages delivered to the front desk & distributed to appropriate staff.
- ☐ Performed basic customer service functions.

ADDITIONAL INFORMATION

- Have a keen interest in Music, Sports, Dance, Gym & Swimming.

DECLARATION

- ☐ I here by declare that the information provided is true to the best of my knowledge and belief.
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