

PREETI BAIKAR

Hr. (only recruitment part), Office Admin cum Executive Assistant

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Thanekar Parkland, A wing, Flat no. 006, Badlapur East, 421503.



SUMMARY

Currently employed at Priminox Overseas an export-import firm, at Hr. Recriter (only recruitment part), Office Admin cum Exective Assistant. Serving as a first point of contact for correspondence and phone calls is part of the profile. The duties of an HR executive includes recruitment management, coordinating the hiring, training, and onboard processes and managing benefit programmers, process to keep track of employee information, etc.

EXPERIENCE

Hr. (only recruitment part), Office Admin cum Exective Assistant

Priminox Overseas 📅 2021 - Present 📍 Grant Road

Priminox Overseas an export-import firm

- Personnel resources Successful recruiters find, qualify and close applicants. They also work with walk-in interviews and follow-up to generate offer letters for new hires.
- In charge of planning, reviewing and authorizing payments General office administration responsibilities include keeping records, managing attendance and overseeing the work of the administrative personnel.
- Setting up meetings, creating agendas, keeping minutes of meetings, keeping track of job assignments for staff, and updating the boss on everything.
- Writing a weekly report for the board of directors.

Administrative cum HR.

Bijoux 📅 2016 - 2019 📍 Grant Road

Bijoux is in Jewelry Business

- Responsibilities include paying utility bills and office petty funds.
- Strong experience in providing administrative support for the office/team.
- Reducing operating costs & cost control.
- Coordinating between vendors & management for payments.
- Ticket booking, Visa arrangement for outstation trips.
- Administrative tasks like filing, typing, copying, binding, scanning, etc.

Administrative Executive

BlackRidge Capitals 📅 2013 - 2016 📍 Andheri

BlackRidge Capitals is a Broker Company.

- Served as the company's administrative assistant and Port Folio Manager.
- Producing reports for clients on shares they have purchased and maintaining their portfolio by assisting with share purchases.
- Coordinating with the company and having field executives monitor timely logins.

SKILLS

Employment Verifications Excel

Team Development MS Office

Organizational Culture

Decent Judgement

EDUCATION

Bachelor in Commerce

Mumbai University and IDOL

📅 2021 - 2022 📍 Mumbai

HSC

Karthika High School & Jr. Collage

📅 2007 - 2008 📍 Mumbai

STRENGTHS



Conflict Resolution

Help employees and management resolve disputes. Use various feedback methodologies to prevent conflict from happening in the first place.



Discretion

Respect the privacy of every individual and the fact that they confine in me. Do not let any information to get to third parties.



Communication and Interpersonal Skills

Strive to be polite and easy-to-understand in both my verbal and written communication.

LANGUAGES

English Native ●●●●●

Hindi Native ●●●●●

EXPERIENCE

Sr. Customer Retention Officer

Anand Rathi Insurance Broker Ltd 📅 2009 - 2013 📍 Goregaon

Anand Rathi Insurance broker Ltd in an Insurance broker company

- Establishing a relationship with clients by periodically reminding them to pay premiums
- Making welcome calls to new customers and confirming their data
- Contacting clients to follow up on the reinstatement of policy lapses
- Making MIS and sharing it with management on Revenue Loss Analysis
- Coordinating with runner & customers for cheque pick ups
- Tracing "non reachable customers" with the aid of various branches of India

ACHIEVEMENTS



Working on sustainability in recovering (in early 2011)

Awarded Certificate of Excellence for outstanding work performed for the company and for making a major contribution to recovering insurance renewal payments that help to keep consumers.

LANGUAGES

Marathi

Native ●●●●●

CAREER OBJECTIVE

To pursue a fulfilling career, working in a demanding and positive workplace where I can effectively use my talents and expertise for the improvement of the procedure/organization

To be a part of a group that offers abundant learning possibilities, which will help me improve my knowledge and skills.