

RESUME

Name: - Poonam Rawat

D.O.B:- 13th Feb. 1988

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**Address :- Ganesh Nagar, Church Road, Room No. 1923,
Near Smt. Gujana English high School, Manpada, Thane (W)-
400607**



Contact No: - Personal No. 7208100112 / 8928983445

Objective: - "To complete assigned tasks, maintaining all the standards within the given time."

MY GOALS:-

- To be recognized as a best professional in the field.
- To handle difficult and challenging task.
- To learn new thing and implement them.

PERSONAL DETAIL:-

Gender: - Female

Marital Status: - Unmarried

Nationality: - Indian

Language Know: - Hindi, English, Marathi.

WORK EXPERIENCE : -

- Working with 'Orange Foodstuff Equipment' as 'Admin Asst. ', from
20th of January, 2013 to 20th Aug 2013

RESPONSIBILITIES:

- Housekeeping Management, Travel Management, Vehicle management, Office
- Recording of the minutes meetings
- Keep track on Timely payments of various venders/suppliers
- Managing the time office- Attendance & Leave Management.
- Keeping Track of all over couriers
- Co-ordinate & follow up of short listing of candidates.
- Organize all activities for selection of employees.
- Preparation and scrutiny of daily work.
- Sending mails as per the requirement, calling to candidate for an interview
- Issuing letter as per management on behalf of them.

- Working with 'Ambika Sales & Services' as 'Administrator cum HR ', from 5th Sep. 2013 to 31/08/2015.

RESPONSIBILITIES:

- Housekeeping Management, Travel Management, Vehicle management, Office
- Keep track on Timely payments of various vendors/suppliers
- Managing the time office- Attendance & Leave Management.
- Keeping Track of all over couriers
- Issuing of offer letters with due approval of Director.
- Co-ordinate & follow up of short listing of candidates.
- Organize all activities for selection of employees.
- Sending mails as per the requirement, calling to candidate for an interview
- Issuing Salary to the employees.
- Handling the General Requirement (Recruiter) process.
- Other miscellaneous work as per office routine.

- Working with 'Cbkart Pvt. Ltd.' as ' Sr. Admin Executive ', from 1st Sep. 2015 to 01/01/2016. (Left the company due to company closed down)

RESPONSIBILITIES:

- Arranging transportation for employees
- Arranging stationary items
- Arranging mobile and network connection
- Office maintenance
- Couriers distribution
- Responsible for all Housekeeping and Security supervision
- Catering management
- Co-ordinate and Co-operate with all staffs executives, supervisors, & company staffs.
- Daily reporting to Vice President (Director) & Client.

- Working with 'USAE Equipment Pvt. Ltd.' as 'Service Administrator ', from 16th Feb. 2016 to till date.

RESPONSIBILITIES:

- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy
- Supervise members of the administrative staff, equally dividing responsibilities to improve performance
- Manage agendas, travel plans and appointments for upper management.
- Manage emails, letters, packages, phone calls and other forms of correspondence
- Support bookkeeping and budgeting procedures for the company
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures
- Submit reports and prepare proposals as needed
- Assist colleagues whenever there is an opportunity to do so

- Outstanding abilities to communicate in person, in writing and over the phone
- Knowledge of Microsoft Office and other office management tools and applications
- Purchasing office supplies, equipment, and furniture.
- Coordinating with CHA team & clearance team for Import shipping

EDUCATIONAL QUALIFICATION:-

Education	University	Year of Passing	Percentage
T.Y. (BMS)	K.B. College of Girls	2010	66.20%
H.S.C (12 th)	K.B. College of Girls	2006	68.33%
S.S.C (10 th)	SMT. Gujana English High School	2004	49.20%

EDUCATIONAL QUALIFICATION:-

- Persuade MBA PG in (Human Resource) from Welingkar Institute in 2015.

OTHER QUALIFICATION :

- Basic Computer Knowledge.
- MS. OFFICE (ITES) In 2004 (Software) with 57.84%.
- Tally ERP9 with A Grade

Date:
Place: THANE

Signature
(POONAM RAWAT)