

# Pallavi Deshmukh

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House No.-34, Hariganganagar, Indus Town, Hoshangabad Road, Ratanpur, Bhopal,  
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## Professional Summary

Energetic HR/Operations Executive adept at analytical thinking and effective communication. Able to supervise cross functional teams in a fast-paced and thriving environment. Strengths include performance improvement, organizational restructuring and team building.

## Skills

- Data Analysis, Data Management, Data Processing, Pivot Table
- MIS Reporting, MS Excel, MS Office
- Administrative support, Persuasiveness, Adaptability, Stress tolerance
- Strategic Planning and Execution, Timeline management and Deadline Oriented
- Team Work and Collaboration, Scheduling, Team Handling
- Personnel, Presenting, Organized
- Leadership, Reporting Skills, Communication and People Skills
- Using Initiative, Critical thinking, Problem solving, Decision Making

## Work History

**Nexcity Solutions Pvt. Ltd.** – Bhopal, Madhya Pradesh

**HR & Admin Manager** - 11/2019 to Current

- Organize and maintain personnel records
- Update internal databases
- Prepare HR documents, like employment contracts and new hire guides
- Revise company policies
- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Arrange travel accommodations and process expense forms
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
- Coordinate and direct work activities for managers and employees
- Foster cross-functional relationships and ensure managers and employees are properly connected

- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
- Promote a positive and open work environment where employees feel comfortable speaking up about issues
- Manage and supervise other staff, ensuring they are assigned and carry out proper tasks

**Uniworks Business Solutions Pvt. Ltd. – Bhopal, Madhya Pradesh**

**HR- Admin, Operations Executive - 08/2013 to 11/2019**

- Applied performance data to evaluate and improve operations, target to current business conditions and forecast needs.
- Preparing proposals, invoices.
- Assist in payroll preparation.
- Oversee daily operations of the HR department.
- Applied excellent problem-solving, process developments and strategic implementation skills to lead and support all areas of operations.
- Strategically coordinated operations according to objectives and capabilities, effectively, allocating resources to meet demands
- Efficiently and effectively identified and solved all problems that impacted direction of business.
- Perform data analysis for generating reports on periodic basis.
- Interpretation of data and analytics and report generation. Generate ad hoc reports
- Oversight of day-to-day operations
- Designing activity methods such as interviews and questionnaires.
- Monitoring work progress and environmental performance.
- Analyzing, Translating and presenting results.

**Synergy Education International Pvt. Ltd. – Indore, Madhya Pradesh**

**Admin Executive- 10/2012 to 05/2013**

- Manage customer arrivals to maximize relationship building opportunities.
- Improving the overall customer relationship, delivering reliable administrative support and customer service.
- Working on computers to use various software tools to assist with the business operations.
- Mailing, faxing and photocopying important documents to support management and customers.
- Processing day-to-day business activities in Microsoft Word and Excel.
- Assisting other staff with day-to-day requests.

## Professional Qualification

**Master of Science:** Computer Application, 2012

**T.I.T Group of Institutions** – Bhopal, Madhya Pradesh

**Bachelor of Science:** Computer Science, 2009

**Govt. Girls Home Science College** – Hoshangabad, Madhya Pradesh

## Certifications

Done 6 months training from **CMC Academy**, Bhopal on ASP.NET C#

## Academic Projects Undertaken

**Major Project** – Ad Zone on ASP.NET C#

**Minor Project** – Hospital Management System, Online Purchase order system

## Personal Details

- Date of Birth : 22. Aug.1988
- Father's Name : Shri Gendaram Deshmukh
- Mother's Name : Smt Manju Deshmukh
- Permanent Address : Ward No- 5, In Front of Thakur Indal Singh Girls College, Near Mangal Bhawan, Jambada Road, Amla, Dist. - Betul (MP)
- Marital Status : Single
- Languages Known : Hindi, English, Marathi
- Gender : Female
- Interests : Reading, Drawing, & Playing Badminton