

Rita Sharma

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OVERVIEW

I am an energetic & young person with positive attitude & ability, looking for a challenging career , wishing to join an Organization as an active team member, where opportunities to learn grow day by day, where I am exposed to all aspects of management and looking for a company, which not only brings out good profession but also good human beings. Seeking Assignments in over all activities in opening new setups, Marketing, Administration, Human Resources & Vendor Management with a growth oriented.

ORGANIZATIONAL OVERVIEW

- **SRK Modular furniture Co..**
 - **Designation – Office– Assistant**
 - **Period – August 2018 to Till Date**

- **SHREE VINAYAK GROUP LTD**
 - **Designation – ADMIN – Executive**
 - **Period – nov 2015 to march 2018**

- **Modakpriya Construction Pvt. Ltd.**
 - **Designation – HR Executive**
 - **Period – 12 August 2013 to 25 Jan 2015**

- **SAI PRAKASH FINACIAL ADVISORY SERVICES PVT. LTD.**
 - **Designation – Back Office Executive**
 - **Period – Oct 2012 to march 2013**

- **Gigantic Trades Pvt.Ltd**
 - **Designation – Admin Executive & Operation co- ordinator**
 - **Period – Nov 2011 to July 2012**

- **Smaruddha Jeevan Food India Ltd**
 - **Designation – Back Office Executive**
 - **Period – August 2009 to Dec. 2011**

Key Performance in Admin

- With branches regarding their pending issues and requirements.
- Day to day admin work – like handling of stationery, MIS report, handling security & housekeeping supervisors.
- Regularly looking for the best external service providers in term of quality, cost and reliability. Arrange business meetings and assist in organizing events for the Company.
- Branches Daily Business Report.
- Verify the Electricity, Telephone, Internet, Refreshment, Courier Bills and Monthly Travelling, Flooding, Lodging expense.
- Maintain the records of Branches Stationary, Inward/Outward Register, Visitors Register, and Assets Reports.
- Participation in Social Program of company like Signature Campaigning for World Cup & Organize Blood donation camp All over India and apply for Limca Book of world Record.
- Coordinate with State Head for Monthly Business Development Meeting, issues related to existing branches and Opening of New Branches.
- Transfer and Promotion of employee with coordination of HR, RM and State Head.
- Coordinate with IT-Hardware, Software, and HR Dept. for Solving Branches Problem.

Key Performance in Operation

- Directing the people regarding the New Branches Planning.
- Guiding for the complete activities of Documentation, Labour & Shop Act License, and Place Finalization etc.
- Completing the given target in the projected time.
- Ensuring smooth operations at all times and maintaining proper records & discipline by

Implementing & modifying the policies & procedures.

- Guiding the Executives regarding the Setup & Place Finalization.
- Directing the efficient & fast working towards completing the target of the Branch setup.
- Managing the infrastructure development entailing the daily administration and maintenance.
- Arranging the Work force as per the requirement & their capacities
- Identifying job requirement & Preparing the Team members as per the Needs by giving them

Proper Guidance & support.

Administrator Executive: - Key Performance Area

- Handling day to day admin activities of the office
- Dealing with vendors and maintaining contracts with them
- Travel arrangements – Domestic (Rail, air, bus and cars) and coordination with transport vendors & Statutory Compliance

- Purchase of stationery, electrical material and sundry purchases maintaining and updating the data of landlords, renewals of agreements, rent payments to the landlords, Leave & License.
- Timely payment and maintaining records of electricity bills, Society
- Timely payment and maintaining data of telephone lines, internet data cards in the company, payment of the bills & Bill Passing System
- Maintaining the records, co-ordination with Sr. offices and vendors etc.
- Supervising office boys & Security
- Event Management & Stay arrangements of guests.
- Guest House Maintenance & Pantry Management, Maintenance of office premises
- Courier - Inward outward correspondence

• **HR Activities:**

- Contacting employment agencies for new recruitments
- Joining formalities of new entrants
- Completion of exit formalities
- Maintenance of leave records.
- Leave Management & Joining Formalities of New Staff.

ACADEMIC CREDENTIALS

M A

University of Rajasthan

B.A Graduate

University of Rajasthan

Ser. Secondary Education from Rajasthan Board, Ajmer

Secondary Education from Rajasthan Board, Ajmer

IT CREDENTIALS

- Active participation in NSS and won the prize
- Strong Skill Word, excel, PowerPoint, Internet, Basic computer hardware
- Exposure to Email & Internet , And Diploma in DTP

OTHER ABILITIES

- Self-confidence and an open mindset.
- A very strong sense for confidentiality.
- Ability to handle multiple priorities and meet deadlines.
- Very good organizational and time management skills
- Ability to learn quickly and to build relationships easily

- On stand-by always for odd-hour calls including weekends and holidays
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PERSONAL CREDENTIALS

Name : Reeta Sharma
Fathers name : Pawan Kumar Sharma
Date of Birth : 15 MAY 1993
Permanent Address :A - 36, JDA Colony, Agra Road, Jaipur 302031
Languages : English, Hindi

DECLARATION

I solemnly declare that, all the particulars furnished above are true to the best of my knowledge.

Date:

Sign: