

# Shraddha Desai

+91 932-629-8178

[shraddha05cool@gmail.com](mailto:shraddha05cool@gmail.com)

[linkedin.com/in/shraddha-desai-49a93016b](https://www.linkedin.com/in/shraddha-desai-49a93016b)

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Kalyan (Thane), India

## PROFESSIONAL SUMMARY

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A qualified Indian HR, and Administration professional with an Extrovert, Open, Agreeable, and conscientious personality to deliver optimal results in most challenging environments through playing a strong role and utilizing my 10 years experiences in assisting Management and Corporate in achieving their vision, strategies and objectives with reference to people's structure and culture.

## PROFESSIONAL CREDENTIALS

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- Diploma in Human Resource Management (DHR) College level One year certificate course. – 2011-2012

## EDUCATION

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**Bachelor's of Science (Hotel Management & Catering Operation)** 2009 - 2010  
Yashwant Rao Chavan Maharashtra Open University • Mumbai, India

**Diploma in Hotel Management & Catering Technology** 2006 - 2008  
Maharashtra State Board of Technical Education • Mumbai, India

## WORK EXPERIENCE

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**Administration & HR Executive** Sep 2018 - Mar 2023  
Ultracab India Limited • Mumbai, India

Job Description:

### 1. Human Resources:

- Processing employee data, updating company policies and assisting in the hiring process.
- Manage the recruitment day to day recruitment cycle.(Source, Screening, Line up the Candidates)
- Schedule meetings, interviews, HR events and maintain agendas.
- Greet and welcome the new employees as soon as they arrive to the plant.
- Collaborate with hiring managers/Supervisors to define job requirements, develop job descriptions, and create job postings.
- Handle with the employee On –Boarding orientation and training.
- Assist with HR administrative duties (employment verifications, Offer letter, updating spreadsheets, etc.)
- Maintain & complete the data of termination paperwork and exit interviews

- Maintain the employee documentation (Resume, Certificates)
- Update internal databases with new & Old Employee information.
- Handle the training & Seminar session.
- Coordination of Employee Relations Activities (i.e. employee lunches, employee training, surveys and focus groups).
- Familiar with HRIS, ATS System.(such as Spine HR Software)
- Collect payroll information including working days, ledgers and bank accounts.
- Familiar with other payroll related software. (Team nest)
- Handle & Maintain Health & Safety Reports as required.
- Work with the HR manager to manage employees benefit plan.
- Assist HR Advisor during union and employee meetings.
- Assist to HR team for employee attendance, Leave, log sheet.

## **2. Administration**

- Greet & Welcome visitors as they arrive in our office and act as a representative of our company
- Handle & Answer the daily phone calls, Messages.
- Conducting research and gathering information as needed
- Assist with the candidate onboarding process and guide new hires to complete paperwork such as a background check
- Emailing & Develop and carry out an efficient documentation and filing system.
- Utilizing various software products, generate, format, edit, proofread and print a variety of materials such as monthly newsletters, memos, and employee communications.
- Arrange business and personal related travel, transportation and accommodations; prepare comprehensive and detailed itineraries as needed
- Coordination of Employee Relations Activities (such as Employee lunches, Training, Survey etc.)
- Handle the information manually and keep in confidential manner (Such as HR information)
- Carry out administrative duties such as filing, typing, copying, and scanning, Data entry etc.
- Handle & Maintain Data Entry Task (Shipping / Receiving, Courier Tracking)
- Vendor Management, Daily Expenses (Handle the Invoice, PO)
- Assist the office manager with additional tasks as required
- Support the HR Manager with the hourly registered retirement program employer contribution accruals and banked time accruals
- Arranging and maintain the stocks of inventories of office supplies, stationaries.

### **HR Executive**

Jan 2018 - Aug 2018

Linepro Controls Pvt. Ltd. • Mumbai, India

#### **Job Description:**

- Assisting the recruitment process by reviewing CVs and shortlisting candidates.
- Manage the recruitment day to day recruitment cycle.
- Managing HR activities like meetings, interviews, and other schedules.
- Managing and handling the orientation of new employees.
- Managing the employees' data of each department.
- Attendance & payroll handling of the all Employee.
- Manage employees' grievances.
- Handle the Employee Engagement.
- Familiar with HRIS, ATS System.(such as Spine HR Software)
- Measure employee retention and turnover rates.
- Monitor HR department's budget.
- Overlooking the daily operations of the HR department.
- Handle Other Administration Task the record of Consignment Tracking, Dispatch etc.

**Admin Executive**

Aspher Foods Pvt. Ltd. • Mumbai

Jun 2013 - Nov 2017

## Job Descriptions:

- Handling regular banquet Client enquiries.
- Handle requests and queries appropriately.
- Schedule in-house and external events.
- Send the menu sheets electronically to all department one day prior of the Customer's events.
- Monitor office supplies and research advantageous deals or suppliers.
- Maintain the payment records /Follow ups.
- Maintain a company calendar and schedule appointments.
- Emailing & Develop and carry out an efficient documentation and filing system.
- Vendor management.
- Carry out administrative duties such as filing, typing, copying, and scanning, Data entry etc.
- Assist the office manager with additional tasks as required

**Back Office Assistant**

United Associates • Mumbai

Nov 2012 - Apr 2013

## Job Descriptions

- Performing market research.
- Gathering and processing research data.
- Performing basic admin duties including printing, sending emails, and ordering office supplies.
- Assisting with inventory control.
- Assisting and coordinating with the Underwriter Team.
- Assisting and supporting management.

**Recruitment Consultant**

Sun Productivity INC • Mumbai, India

Feb 2011 - Nov 2011

## Job Description:

- Find clients and foster long-term relationships.
- Understand client requirements.
- Employ recruiting methods to attract candidates (e.g. job advertising)
- Evaluate resumes and applications.
- Source candidates using databases, social media etc.
- Assume responsibility of pre-interview screening.
- Match the most suitable candidates to different positions.
- Create relationships with job seekers and provide advice.
- Facilitate and finalise agreements between candidate and employer.

**HR Trainee**

Hunted HR Solution Pvt.Ltd. • Mumbai, India

May 2010 - Feb 2011

**Job Description:**

- Learned recruitment strategies (requirement of position, Screened the Candidate's Resume, Shortlisting, Lineup for Interview, Hired the valid employee.)
- Updating Company's internal databases with new employee information like contact details and employment forms.
- Gathering payroll data like working hours, leaves and bank accounts.
- Post, update and remove job ads from job boards, careers pages and social networks.
- Prepare HR-related reports as needed (like training budgets by department)
- Review and distribute company policies in digital formats or hard copies.
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**SKILLS**

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- Communication Skills
- Technical Skills- MS Office, MS Excel, MS Word, MS PowerPoint, MS outlook, Google suite, etc.
- Quick Learner
- Decision making
- Creativity
- Dependability

**Interests & Hobbies**

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- Listening music
- Travelling
- Photography