

VINITA CHOUDHARY

Mobile: 9334721002

E-mail id: vinita.choudhary28@gmail.com

Correspondence Address – Ratu Road Sukhdeo Nagar Indrapuri Ranchi-834005

Present Address : Flat No.-301,Tower No.-CS4,Supertech Cape town

Sector 74, Noida, UP-201301

Contact Address -:C3,Sreeja Raga 2nd cross Chowdeshwari Temple Street Byrasandra C V
Raman Nagar Bangalore-33

Objective:

Looking for a challenging and performance oriented middle level position as a Sales Administrator & MIS /HR in reputed organization.

Professional Profile

- An incisive professional with overall 8 **Years** of experience in which more than 6 yrs of qualitative and enriching experience in HR- Sales administration/HR Administration, business development, and client servicing.
- Presently associated with “**Anchor Electricals Pvt. Ltd**” as **Executive - Sales Administration**
- Adept at handling HR & Sales administration to stimulate sales growth realize organizational objectives.
- Proven abilities in MIS generation/preparation.
- An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business and management.

Areas of Expertise

HR /SALES ADMINISTRATION:

- **Administrative Assistant:** Responsible for managing Facilities related employee requirements, also handling grievances and ensure employee satisfaction. Leave/Attendance maintenance, coordinating with managers & handling performance appraisal procedure, scheduling Interviews Joining formalities, Induction, documentation, maintaining employee master file.
- **Sales & Marketing/Business Development:** Managing sales & marketing operations thereby achieving increased sales. Building brand focus, Data Analytic, reviewing market response to facilitate product growth. Making various kinds of management level reports /MIS, handling all running schemes.
- **Relationship Management:** Managing customer centric operations & ensuring satisfaction by achieving delivery & service quality norms. Maintaining cordial relations with customers to sustain the profitability of the business. Handling grievances , Interaction with Auditor.

Organizational Experience

Anchor Electricals Pvt. Ltd

Since April 2012 to till date as Executive - Sales Administration & HR

Job Profile:

- Attendance / Leave maintenance & Handling Employee Grievances
 - Handling medical claim & Field expenses
 - Assist in talent acquisition & recruitment process (screening resumes/Scheduling interview/On-boarding & joining process/documentation/Induction etc.)
 - Salary data Input/Cost centre/Bank A/c/Personal data.
 - Initiating ID card/E-Mail ID/Visiting Card/Laptop/Data card requisition.
 - Preparing Appraisal data & sending appraisal form to all employees.
 - Transfer Letter/Increment Letter / Bank A/C opening letter preparation
 - MIS /Joining attrition report/Employee headcount report and other reports preparation when its required.
 - Provides support to employees in various HR related topics such as leaves, compensation etc. & handling grievances.
 - Promote HR programs/Policies to create an efficient and conflict-free work place.
 - Training & Development / Exit Formalities.
 - Under take part in performance management.
 - Employees file maintenance in electronic & paper forms.
 - HR Admin related co-ordination work (House keeping management/Phone, courier, electricity bill/Pantry & Cafeteria management)
 - Responsible for all management reports & MIS Generation.(V-lookup/H-Lookup/Pivot Table/etc..)
 - Downloading data & taking necessities entries in Oracle.
 - Sales information sharing with sales team/dealers.
 - Scheme circular announcement
 - Tracking competitor movements/events
 - Reconciliation of data & Scheme report updating.
 - Promotional stock maintenance & Branding support
 - Dealer appointment documentation
 - Sub Dealers & Electricians data preparation & registration process.
 - Arrangements for sales promotional activities & reports preparation accordingly.
 - Vendor Management System
 - Managing day-to-day office activities
 - Co-ordination with all the departments
 - Transport Management
 - Performed general office duties and administrative tasks.
 - Managed the internal and external mail functions..
 - Coordination & Supervision of local vendors for Facilities/Transport support services Managed hotel reservations and special events for visiting clients.
 - Responsible for collecting invoices, checking of supporting documents and sharing the payment related invoices for approvals.
 - Managing employee local transport, Travel services.
 - Discussion of audit report with the concerned officials.
 - Finalizing Internal Audit Reports with Internal Auditors and discussing it with **Regional Accounts Controller.**
-

- Handling Dealer/Client grievances & build Rapport.
- Handling Physical Stock Verification on monthly basis

Organizational Experience

Dainik Bhaskar

Since July 2010 as HR Executive

Job Profile:

- Aligning interviews with the business Unit Head .
- Medical Insurance
- Full & Final Settlement
- Payroll Inputs
- Org Structure
- Induction
- Joining Formalities
- Reimbursement claims
- Preparation of all kinds of letters
- Maintaining master file of all employees
- Maintaining attendance register & leaves
- Pre & Post employment verification
- Personal file maintenance
- Coordination with ESIC for card generation & medical camp

Religare Securities Ltd: Ranchi

Since: April 2009 as Team lead

Responsibilities:

- Assisting clients (HNI & Retail) for their investment in Mutual Funds and Insurance and Equity.
- Maintaining and developing relationship with existing clients as well as acquiring new clients.
- Managing branch activities
- To achieve individual given business targets for Mutual Funds, Insurance (Life and non life)
- Equity and Corporate.
- Monitoring client's portfolio performance, profitability analysis & rendering sustained advisory
- Services for securing high ROI.
- Organizing corporate presentation for the promotion various financial products
- Preparing various types of MIS reports.
- Solving clients' grievances and follow up.

Wipro BPO : Kolkata

Since : April 2008 as Costomer care Executive

Responsibilities:

- Determines requirements by working with customers.
- Answers inquiries by clarifying desired information; researching, locating, and providing information.
- Resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems.
- Fulfills requests by clarifying desired information; completing transactions; forwarding requests.
- Sells additional services by recognizing opportunities to up-sell accounts; explaining new features.
- Maintains call center database by entering information.
- Keeps equipment operational by following established procedures; reporting malfunctions.
- Updates job knowledge by participating in educational opportunities.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Soft skills

- An impressive communicator with honed interpersonal, team building, negotiation, presentation, convincing and analytical skills.
- Ability to think out of the box, and contribute ideas towards achieving operational excellence.
- Keen employee centric approach with zeal to achieve delight by following best service standards.

Professional Qualification

- MBA in Human Resource from Sikkim Manipal university (Distance learning -2010 to 2012)

Academia

- B.Sc. (Hon's) from R. U., 2008
- Passed I.Sc. from J.A.C. Ranchi, 2005
- Passed 10th from J.S.E.B., Ranchi, 2003

IT SKILLS

- MS Office.(V-Lookup/H-lookup/Pivot Table Etc.)
- Hands on experience in ORACLE ERP Software
- Net Surfing

Personal Vita

Father's Name : Mr.Vimal Choudhary
Date of birth : 28/01/1986
Marital Status : Single
Language known : Hindi and English
Nationality : India
Sex : Female

I hereby declare that all the above information provided is true to the best of my knowledge.

Date:

Place:

(Vinita Choudhary)
