

AMRUTA MEKDE

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WORK HISTORY

Exzone logistics : Designation:- Admin / HR Manager

NEW JOINEE FORMALITIES :-

- 1) Conducting interviews and preparing offer/appointment letters.
- 2) Preparing new joiners files
- 3) Making follow up for the documents and update KYC.

HR RECORD MAINTENANCE & FULL AND FINAL PREPARATION

- 1) Designation, Implementing and preparing full and final charge sheet etc.
- 2) Full n final settlement and exit interview if resigned employees.
- 3) Leave administration including leave posting and handling unauthorized absence.

TIME MANAGEMENT SYSTEM

- 1) Maintaining attendance Register and recheck with Biometric
- 2) Preparing monthly leave reports.
- 3) Sending data to Account Department.

PERFORMANCE MANAGEMENT

- 1) Issuing the Increment letter after appraisal to the concern person

EMPLOYEE RELATION

- 1) Reverting employees queries via email & on telephone.
- 2) Issuing the confirmation letter on successful completion of the probation period.

COMPENSATION & BENEFIT/REWARD PROGRAMS

- 1) Design & administration of annual salary planning and variable Incentive.
- 2) Responsible for payroll processing for the company include coordination with CS.
- 3) Coordination with regional administrator on payroll inputs , Attendance details and leave details.

2. Reliserv Solution :- Admin Assistance and ware house Incharge.

- 1) Sending purchase order by mail and coordinate with customer for delivery status.
- 2) Communicated with sales team for update proforma invoice entries accordingly.
- 3) Maintained ware house stock Entries and follow up for material accordingly.
- 4) Handled Petty Cash and prepared entries and sent to account department.
- 5) Maintain all staff record of daily Attendance Sheet and leave record of Monthly Basis and shared with HR.
- 6) Prepare all Documentation of Dispatch process (Invoice, E way bill etc...)

- 7) Responsible for organizing the dispatch and delivery of goods and for staying in the touch with other managers in the supply chain. Process to insure the management and delivery of stock run sufficiently and is well coordinated.

Solanki Fibre Connect Pvt.Ltd. Designation:- Administrative Manager

- 1) Add, Delete, update and maintain the Sales related data & Sales team related data in the CRM Software on a day to day basis.
- 2) Monitor the daily reports of the Field personnel and ensure compliance with the Company policy.
- 3) Coordinate with the Office staff for timely disbursement of the induction kit and promotional material to the office.
- 4) Ensure all promotional material reaches the HQs on the due date.
- 5) Verify the attendance calculation and the incentive calculations and progress it to the concerned authorities for disbursement.
- 6) Ensure 100% compliance with the SOP for separation and appraisals of the field staff.
- 7) Sending quotations & Proforma invoices as per direction of marketing person
- 8) Receiving purchase orders and taking approval from concerned marketing person
- 9) Sending email to customer to acknowledge the PO and inform indicative Installation date
- 10) Coordinating with the Service team to ensure timely Installation.
- 11) Assisting and supporting sales Team in placing the orders. (Manage and guide sales teams in order to increase company revenue Implementing and follow-ups of sales strategies and reporting to Regional Head. Generating Reports Responsible for handling sales and administration related issues. Ensure timely Installation and resolve issues regarding delayed Installation dates, Returned damaged or incorrect items, and processed necessary paperwork for credit. Communicating with the accounts department regarding payment of outstanding bills. Established superior working relationships with customers and sales staff through telephone and email contacts.)

Organization:- Society for Applied Microwave Electronic Engineering and Research[SAMEER], R and D Laboratory, Ministry of Information Technology, Govt. Of India Designation: - Administrative Assistant

- 1) Filling and Filing Documents
- 2) Maintaining Records for Auditing
- 3) Prepare Master List of Documents
- 4) Internal check Record
- 5) Maintain Calibration Document
- 6) Maintain Log Book Records
- 7) Coordination for all official work.
- 8) Accounting and budgeting.

Telephone Reception – Handles calls and promptly forwards them to appropriate person among employees. Upgraded all office filing system. Maintain inward and outward records . Prepare contract and quotation.

Organisation :- Hathway Bhawani Cable Tel & Detacom Ltd.

Designation:- Admin Executive /Sales Coordinator. (With Branch In charge)

- Handle all office with staff with Petty Cash
- Maintain Attendance Sheet Properly
- Telephone Reception for attend Complaint
- Maintain inward and outward stock records
- Internal check Record
- Handle Internet Technical Small Issue in office
- . • Coordination for all official work
- Handle Customer Respectively • Customers Retention and cold call new sales leads to generate sales.
- Maintain Customer document record properly with cash.

EDUCATION

- COMPLETED S.S.C. From Mumbai University March-2000
- COMPLETED H.S.C. From Mumbai University March-2002
- COMPLETED B.Com. From Mumbai University October-2006

PERSONAL INFORMATION

Date of Birth: 22nd June 1985 | **Linguistic abilities:** Marathi , Hindi and English

Thanks and Regards

Date :-

(Amruta Milind Mekde)