



MEENAKSHI SHRIVASTAVA

HR & ADMIN

CONTACT

- 7600811916, 9136033007
- minshusmile@yahoo.com
- Vashi, Navi Mumbai

EDUCATION

2000

KANPUR UNIVERSITY

- BACHELOR OF SCIENCE

2018

JAIPUR UNIVERSITY

- BACHELOR OF
EDUCATION
(B.Ed) Science

SKILLS

- Team Management
- Teamwork
- Leadership
- Effective
Communication
- Policy Enforcement
- Time Management
- Travel
- Events

PROFILE

Efficient Administrative Professional with expertise in office management, facility coordination, travel desk operations, and vendor relations. Skilled in streamlining processes, managing documentation, and supporting cross-functional teams. Recognized for organizational efficiency, problem-solving, and delivering seamless administrative support.

WORK EXPERIENCE

Axis Bank Ltd.

CRES & Administration

2021 - PRESENT

- Administer and manage car benefit programs for senior-level employees across higher grade levels, ensuring policy compliance and seamless execution.
- Oversee reimbursement processes for the West Region, maintaining accurate records and timely disbursements in accordance with company policies.
- Handle end-to-end management of Company Lease Accommodation (CLA), including lease agreements, vendor coordination, and employee support.
- Manage exclusive club memberships for Executive Vice Presidents (EVP) and above, ensuring timely renewals and adherence to corporate guidelines.
- Lead automation initiatives within the Administration Department to streamline workflows, increase efficiency, and reduce manual tasks.
- Managed the corporate Travel Portal, overseeing booking processes, vendor management, and employee support to ensure efficient travel operations.
- Negotiated with hotel chains to secure improved accommodations and cost efficiencies.
- Oversaw Learning & Development, Employee Engagement, and Induction.
- Responsible for creation, validation, and processing of Purchase Orders to ensure accuracy, compliance, and timely procurement.
- Assisting in event management and related administrative support.
- Managed property insurance claims, ensuring accuracy and timely communication.

FRANKFINN AIRHOSTESS TRAINING INSTITUTE

CENTER OPERATION MANAGER

MAY 2014 - DEC 2019

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

HOBBIES

- DANCING
- SINGING
- PLAYING HARMONIUM

COURSES

- SCRUM MASTER UDEMY
- E-COMMERCE
(NIIT MUMBAI)
- INTERIOR DESIGN
(BHARTI VIDYAPEETH)
- EFFECTIVE
MANAGEMENT &
LEADERSHIP
(COURSERA)
- VOCAL SINGING
(AKHIL BHARTIYA)

- Streamlined academic operations by coordinating batch schedules and ensuring strict adherence to curriculum delivery timelines.
- Implemented disciplinary protocols and resolved student grievances effectively, fostering a positive and harmonious learning environment.
- Collaborated with Sales & Marketing teams to strengthen recruitment strategies, resulting in increased admissions.
- Bridged communication between sales teams and placement services, enhancing graduate employability and career opportunities.
- Oversaw branch administration, driving operational excellence and ensuring superior service delivery standards.
- Designed and directed training programs focused on grooming, soft skills, and personal development to support student success.

JANAK HEALTH CARE PVT. LTD

SENIOR EXECUTIVE

NOV 2012 – MAR 2014

- Crafted accurate purchase requisitions, ensuring compliance with organizational requirements.
- Streamlined the order generation process, reducing delays and redundancies.
- Enhanced procurement efficiency by optimizing workflows and vendor coordination.
- Ensured timely order fulfillment, supporting uninterrupted business operations.

PSN OPERATIONS PVT. LTD.

Project Administrator Specialist

NOV 2008 – OCT 2009

- Proficient in SAP PM Hierarchy and engineering document management, ensuring smooth client coordination for design approvals.
- Expert in Time Sheet Management, including daily attendance tracking, payroll processing, and full & final settlement clearances.
- Efficient in employee onboarding, covering I-Card issuance, induction sessions, and completion of joining formalities.
- Skilled in Recruitment Coordination, from application sourcing to interview scheduling, while driving employee engagement through celebratory and cultural events.
- Adept in Travel Desk operations, managing bookings and logistics for expatriates and staff.
- Experienced in General Office Administration, overseeing facility management, stationery and asset inventory, housekeeping contracts, and vendor management.
- Handled vendor liaison for office equipment maintenance (air conditioners, photocopiers, etc.) and managed petty cash transactions.
- Proficient in PSN Portal; certified Fire Warden and trained First Aider, contributing to workplace safety and emergency preparedness.

ESSAR STEEL LTD.

FACILITY EXECUTIVE

JUL 2005 – JAN 2008

- Specialized in end-to-end Facility Management, driving operational efficiency and service excellence.
- Demonstrated expertise in Cafeteria Management, ensuring high-quality and cost-effective culinary services.
- Coordinated Travel Desk operations, enabling smooth employee transportation and logistics.
- Directed housekeeping operations to maintain superior cleanliness and hygiene standards.
- Managed inventory effectively, ensuring optimal resource availability while controlling costs.
- Developed and implemented strategic seating arrangements to maximize workspace utilization and employee comfort.