**PRANALI PANDURANG KALUSTE**

Ulhas bldg, Room No: 301,

“A” Wing, Lok Gram, Kalyan (East)

Mobile: 9619336530

Email: pranalikaluste62@gmail.com

**VISION & OBJECTIVE**

Looking for challenging career, where there is scope for demonstration, always on a look

Out for a positive & bigger outlook, Currency are ideas, thrive on Imagination & Passion, rigorous thinking and boundless curiosity, sets level & standards that exceed expectations, have fun attitude is everything, Bottom line rises with the Organization,

**A Learner for Life**

**SUMMARY:**

Being associated with the organization by which I have accrued tremendous knowledge of business process flows.

I bring in experience of **12 years** in the field of **Sr. facility Executive** having sound experience in managing the administrator work, managing people, and team building.

A result driven, self-motivated, creative individual with excellent interpersonal skill and dedicated to cost

Effective business transactions

Proven track record of increasing revenues, establishing networks, streamlining work flow and creating a team work environment to enhance

**WORK EXPERIENCE:**

* **OCTOBER 2024 – TILL DATE AT HEXAWARE TECHNOLIGIES LTD**

**LOCATION: Navi Mumbai**

**DESIGNATION: Deputy Manager**

**CURRENT FUNCTIONAL AREA: Facility**

**CURRENT INDUSTRY: IT Industry**

**Job profile:**

* Courier Management
* Handling all administrative works
* Preparation of AMC PO’s and co-ordination with vendors for monthly services
* Ordering & Maintaining of monthly HK & stationery stock records and preparing MIS.
* Preparing of all audit records and maintaining of compliance records.
* Co-coordinating with HR for some basic HR employee engagement activities
* Preparing of yearly budget and monthly provision of all expenses.
* Allocation of ID and access cards to the new employees.
* Ticket bookings & Hotel bookings of employees through register vendors
* Seat management activity. Allocation of seat to new employees.
* Scheduling of all monthly and Quarterly PPM activities
* Actively participating in event managements and client visits
* Handling all R&M activities & office Retrofits
* Security & HK manpower Management
* Preparing & updating the vendor AMC contracts
* Handling customs & STPI work.
* Participating in EHS & internal audits.
* Maintaining service reports of critical areas
* **DECEMBER’ 2015 – SEPTEMBER 2024 AT VIRTUSA INDIA PVT LTD**

**LOCATION: THANE**

**DESIGNATION: Sr. facility Executive**

**CURRENT FUNCTIONAL AREA: Facility**

**Current Industry: IT Industry**

***Job Profile:***

* Keeping record of Inward and Outward Couriers
* Handling all administrative works
* Preparation of AMC PO’s and co-ordination with vendors for monthly services
* Ordering & Maintaining of monthly HK & stationery stock records
* Co-ordinating with HR team for scheduling of interviews and follow-up with candidates.
* Co-ordinating with HR for some basic HR employee engagement activities
* Preparing of daily Attendance of the employees and updating Leaves in it from leave portal
* Allocation of ID and access cards to the new employees.
* Ticket bookings & Hotel bookings of employees through register vendors
* Coordinating for printing of visiting cards and Letterheads from registered vendor
* Actively participating in event managements and client visits
* Handling all R&M activities & office Retrofits
* Security & HK manpower Management
* Preparing & updating the vendor AMC contracts
* Handling customs & STPI work.
* Participating in EHS & internal audits.
* Maintaining service reports of critical areas
* **MAY’ 2011 – DECEMBER’2015 AT NEPTUNE DEVELOPERS LTD**

**LOCATION: MUMBAI (Titwala- Ambivali)**

**DESIGNATION: Front Office Executive**

**CURRENT INDUSTRY: Real Estate Industry**

**CURRENT FUNCTIONAL AREA: Sales**

**Key Skills:**

**Handling Front Desk and Data Entry in SAP Real Estate Marketing & Sales {Flats & Commercial}**

***Job Profile:***

* Execute business development strategy and plan, both short and long range, to ensure achievement of sales targets, growth in profits and expansion of company services.
* Handling EPBX System.
* Plan, oversee and execute the organization's brand building and promotional activities.
* Identify potential market segments. Identify prospects and establishing contact with prospects.
* Make sales presentations to key decision makers effectively sell the capabilities and credentials of organization.
* Mainting of Outgoing and Incoming Calls
* Taking Care of Courier Data
* Handling data of Walk-ins Customers
* **OCTOBER’2009 – MARCH’2011 at KRISHNA COMMER CLASSES**

**LOCATION: KALYAN**

**DESIGNATION: Office Administrator**

**KEY SKILLS:**

Maintaining Data of Students,

Preparing Notes in Ms Office

Updating Stock and Stationery,

Maintaining of Cash Receipts

**TEAM WORK:**

* Actively participate in problem solving and decision making.
* Cooperate and function well with team members in achieving group goals and objectives.
* Inspire team members to achieve high standards of performance.

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAM** | **YEAR** | **UNIVERSITY** | **PERCENTAGE** |
| **S.S.C** | **2004** | **Mumbai** | **60** |
| **H.S.C** | **2006** | **Mumbai** | **62** |
| **B. COM** | **2009** | **Mumbai** | **64** |

**COMPUTER SKILL:**

* MS-OFFICE (Word, Excel, Outlook, Net surfing)

**PERSONAL INFORMATION:**

**Sex & Marital Status :** Female & Single

**Date of Birth :** 28th Spetember’1988

**Nationality / Citizen :** Indian

**Languages Known :** English, Hindi, and Marathi

**STRENGTHS:**

Core strength – Organizational abilities and strong team-building skills, excellent analytical and statistical skills in challenging environments with excellent relationship management skills, Team player having good leadership skills

**INTERESTS**

Listening to Soft Music, Dancing, Travelling

**DECLARATION**

I hereby declare that the above-mentioned information is true and correct to best of my Knowledge.

**Signature**

**Pranali Kaluste**