# Rohini Khandalkar

HR- ADMINISTRATION

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# EXECUTIVE SUMMARY

Highly experienced in administrative skills and efficiently co-ordination with various departments within the organization. Proven excellent communication and multi-tasking through teamwork and positive attitude.

# WORK EXPERIENCE

**GRP LTD**

Designation : Executive – Admin

Duration : December 2017 to Nov 2024

Job Responsibilities

* Plan and coordinate administrative procedure and prepare system for smooth processing.
* Responsible for all meeting logistics and managing travel for all employees.
* Project management including planning, budgeting, invoicing, follow with clients for reports.
* Planning in-house and offsite activities like Birthday Celebration, conferences, Blood Donation camps & office trips etc.
* Represent company as an Internal Auditor and conduct Audits (ISO, IATF& IMS) in HO as well as on plant.
* Manage service providers to the company, such as drivers, storekeepers, cleaners, caterers, clothing, and uniform suppliers etc.
* Identified vendors, interviewed vendors, reviewed vendor contracts, and reviewed all vendor invoices as well as vendor payments.
* Partnered with the property owner and contractors to ensure office construction projects were completed on schedule.
* Responsible for statutory compliance Shop & Establishment, gratuity & superannuation.
* Timely renewal of AMCs, after negotiating terms Evaluating Admin Vendors
* To ensure the timely servicing of office vehicles and monitoring of their movements and fuel cost and timely renewal of their insurance policies
* Responsible for preparation for PR & PO in SAP, KYC for all plant location, cash flow for vendor payment.
* Management of third party including attendance, leave and salary processing

# Handling Additional HR Roles & Responsibilities

* Review & approval of all job description and organization structure
* Sourcing and shortlisting candidates from Naukri and other portals
* Conduct interview and ensure hiring within TAT & budget
* Aligning the candidates for the interview
* Taking care of onboarding and offboarding of employees.
* Designing and implementing an effective induction program for all new joiners
* Preparation of salaries for contract staff, maintaining their attendance, leave & statuary compliance
* Implementing and managing a suggestion scheme, encouraging employees to contribute their ideas for process improvements and innovation
* Arranging RNR, long service, You are awesome awards program to recognize and reward outstanding performance.
* Engagement activities, arrangement of training, annual picnic and various events
* Prepare the training calendar based on training needs identification (TNI) in consultation with managers and getting required approvals including cost budget
* Conduct training and development programs as per approved training calendar to enhance employee skills, performance, and the work environment
* Verify and ensure the required documents in personnel file of each employee

# Jindal Steel Works

Designation : Front Desk Executive

Duration : September 2013- December 2017 Job Responsibilities

* Visitor Management
* Taking Care of the pantry and ensuring that the stock is maintained.
* Managing Business Centre booking for all internal & external business meets related to stakeholders
* Managing all VIP guests and making arrangements for Ensure rules and procedures in place regarding working hours for housekeeping Pantry staff.

# Blue Star Ltd.

Designation : Facility Executive

Duration : March 2011 - Oct 2012 Job Responsibilities

* Administrative budget and control on the administrative cost
* Updating leave records for all employees
* Preparing and circulating different MIS reports to keep a tab on daily activity
* To ensure that the quality and quantity of the food supplies are meeting the requirements
* Facilities in inspections audits, and other delegated items for other corporate offices of the Group as and when required Checking various bills, monthly and other recurring ones and processing for payments before due date

# Privi Organics Ltd

Designation : Admin & Front Desk Executive : Duration : March 2010 - March 2011

Job Responsibilities

* EPABX systems/ Reception greet & visitors of the company.
* Handling the visitors and candidates coming for interview Handling Hotel/ Travel Booking for the employees.
* Managing the entire team of housekeeping personals
* Car arrangement for the associates and staff members for their day-to-day travel.
* Handling Conference/ Presentations & Events in the company

# Park Travels(I) Pvt. Ltd-

Designation : Receptionist & Admin Executive Duration : November 2006 – February 2010

Job Responsibilities

* Generating statements, bills and Performa prescribed. Salary Preparation.
* Preparing and maintaining attendance muster.
* Preparing and maintaining Admin related expenses register Scrutinizing bill of payments.
* Solving different queries of clients related to bill booking, payment, and cancellation of credit notes.

# TATA AIG General Insurance Co.

Designation : Executive

Duration : September 2005 – November 2006 Job Responsibilities

* Acting as a link between Corporate Customers & TATA-AIG General Insurance Co Ltd
* Scrutiny & Reviewing insurance application forms (AUTO, TRAVEL & HOME)
* Compiling of data, Entering data, in TAT File. Online issuance of travel policies.
* Interaction with TATA-AIG agents regarding pending WIP cases

# RELEVANT SKILLS & KEY STRENGTHS

* Managing Team
* Operation and Vendor Management
* Data Analytics and Budget Monitoring,
* Communication skills

# REWARDS & RECOGNITION

* Awarded as Ms. Congeniality: JSW
* Recognition of Teamwork: Sodexo
* Certificate of Appreciation: GRP LTD
* You Are Awesome: GRP Ltd

# VOLUNTEER EXPERIENCE

* Volunteered for Blood Donation Campaign and actively participated
* Volunteered for a Tree Plantation Drive by Swapnawana Foundation
* Executed & Hosted various Cultural Activities in the Organization

# EDUCATIOMN QUALIFICATION

* Diploma in computer application.
* Completed BA from Mumbai University in year 2004.

Place : Thane

Date : (Rohini Khandalkar)