* **SWARA SURESH BHUVAD.**

SHREE KRISHNA SEVA MANDAL, NEAR RAHEJA COMPLEX, KURAR VILLAGE, MALAD (E) MUMBAI: 400097

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Associate Administration

# Key Skill

Online offline support, Coordination, Excel – VLOOKUP, HLOOKUP, Pivot Chart, PPT presentation. Internet. Tally 7.2.

Over 10 years of administrative experience in different organizations

Highly skilled in Procurement process, vendor management negotiation.

Proficient in providing project support to different work teams based on standard procedures and policies.

Demonstrated ability to handle all administrative activities of the organization

Able to handle accounts and perform all clerical and secretarial duties.

Sound ability to manage payroll systems and keep track of records.

Proficient in MS Office Suite

# Work Experience

1. **Room to Read India Trust (6/1/2023 to till date)**

**Designation: Associate, Administration - MH**

**Responsibilities:**

* Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
* Handle the complete process of procurement and vendor management.
* Search for new vendors and maintain vendor database.
* Do vendor visits, sample checking, etc.
* Make rate card contacts with vendors for regular required material and service.
* Support program team in raising PR.
* Upload and submit all Invoices with proper documentation to finance on time.
* Maintain procurement tracker and generate reports.
* Streamline business operations to keep costs within established budgets.
* Drive smooth organizational operations throughout the workday.
* Monitor costs and expenses to assist in budget preparation.
* Provide all kinds of backend support to field teams to fulfill program requirements.
* Maintain attendance, leave records, and monthly travel allowance reports.
* Maintain & manage inventory of all office assets and program team collaterals.
* Communicate with management and staff to ensure a pleasant work environment.
* Maintain AMCs and process monthly bill payments.
* Streamline business operations to keep costs within established budgets
* Drive smooth organizational operations throughout the workday
* Organize and supervise other office activities (recycling, renovations, event planning etc.)
* Ensure operations adhere to policies and regulations
* Keep abreast with all organizational changes and business developments

# Achievements:

1. Rewarded by “Star of the Month” in February.
2. Add new stakeholders to the organization profile in a few days.

1. **Work Experience: ChildFund India (2/3/21- 5/1/2023)**

# Designation: Administration Executive Responsibilities:

# Admin & Finance

* Handel all administration work
* Being a single point of contact for the Mumbai and Pune regions.
* Handle the complete process of procurement and vendor management.
* Search for new vendors and maintain vendor database.
* Support the program team in raising PR.
* Do vendor visits, sample checking, etc.
* Manage petty cash and submit invoices/bills to finance in time.
* Update vendor database and make rate card contacts for regular required material and service.
* Communicate with management and staff to ensure a pleasant work environment.
* Taking care of AMCs and monthly bill payments.
* Travel and stay booking for employees.
* Maintain donor data in the system.
* Ensure operations adhere to policies and regulations.
* Keep abreast with all organizational changes and business developments.
* Travel and hotel booking.

# Work Experience: Oxfam India (16/8/2018-1/3/2021)

**Designation: Operation Executive (HR Admin & IT) Responsibilities**:

# HR

* Maintain employee records (soft and hardcopies)
* Handel the complete process of in-house recruitment.
* Schedule induction for new employees.
* Assisting the HR manager in the performance appraisal process
* Update HR databases (e.g., new hires, separations, and leaves record)
* Maintain attendance.
* Implement HR and other office policies and procedures. Conduct employee engagement activities in the Mumbai region.
* Process employees’ requests and provide relevant information.
* Assisting the HR manager in the performance appraisal process

# Admin & IT

* Manages daily activities of the office. Being the single point of contact for the Mumbai region.
* Manage petty cash/ cash card, submit reports and invoices/bills to finance every month.
* Handle the complete process of Procurement for the Maharashtra region,
* Search new vendors and maintain vendor database.
* Communicate with management and staff to ensure a pleasant work environment.
* Taking care of AMCs and monthly bill payments.
* Do all backend work for the Mumbai Trailwaker event.
* Travel and hotel booking.

# Work Experience: AVI Infotech (1/12/2016- 15/08/2018)

**Designation: Sr. HR Admin Executive Responsibilities**:

# HR

* Manage complete employee lifecycle.
* Handel in house recruitment
* Provide orientations for new employees by sharing onboarding packages and explaining

company policies

* Maintain employee records (soft and hardcopies)
* Update HR databases in spine (e.g. new hires, separations, vacation and leaves records)
* Do complete process of payroll.
* Maintain attendance (manual as well as in application) prepared salary in spine payroll software.
* Coordinate accounts for ESIC, EPFO, PT and salary payments.
* Prepare paperwork for HR policies and procedures
* Process employees’ requests and provide relevant information about salary.

# Admin

* Manages daily activities of office as well as company-wide projects and activities.
* Preparing daily, weekly and monthly MIS report
* Procurement and Vendor management.
* Get daily monthly reports from all departments and give reporting to the management
* Communicate with management and staff to ensure a pleasant work environment
* Travel and hotel booking.
* Taking care of AMC’s and monthly bill payments.
* Prepare reports and presentations for internal communications

# 4. Vritti Solutions Ltd. (9/1/2014 – 30/10/2016)

**Designation: Executive - HR Admin Responsibilities**:

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# HR

* Update HR databases (e.g. new hires, separations, vacation and leaves records)
* Schedule induction for new employees.
* Assisting HR manager in performance appraisal process
* Maintain HRMS system and implement same in organization.
* Assist in payroll preparation by providing relevant data, like attendance report and leave record.
* Implement HR and other office policies and procedures.
* Process employees’ requests and provide relevant information.
* Coordinate HR projects, meetings and training seminars
* Provide orientations for new employees by sharing onboarding packages and implement company policies
* Prepare reports and presentations for internal communications.

# Admin

* Manages daily activities of office as well as company-wide projects and activities.
* Attending Customer direct indirect quires.
* Preparing daily, weekly and monthly MIS report
* Procurement and Vendor management.
* Negotiated pricing with vendors regarding wholesale billing and marketing procedures.
* Communicate with management, staff, stakeholders to ensure a pleasant work environment.
* providing project support to different work teams based on standard procedures and policies.
* Travel booking

# Achievements:

1. Suggested and successfully implemented TRIM electronic filling system.
2. Successfully wrote a training manual to help new employees within the administration department.

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# LIC OF INDIA (20/04/2010 – 20/02/2013)

**Designation: Admin Executive.**

# Responsibilities:

* Be the first point of contact for all Admin related queries.
* Maintain employee records (soft and hardcopies).
* Filing and Documentation.
* Get follow up with client for regulate current policy & for new policy.

# Achievements:

Being backend support to become no. 1 agent in LIC branch 890

# EDUCATIONAL QUALIFICATION

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| --- | --- | --- |
| **EXAMINATION(BOARD/UNI)** | **INSTITUTE/ Board CITY.** | **Year** |
| B. Com | Mumbai University | 2008-09 |
| H.S.C. | Maharashtra Board | 2004-05 |
| S.S.C. | Maharashtra Board | 2002-03 |

**OTHER QUALIFICATION/CERTIFICATION**

* complete HR Diploma certification from Henry Harvin Learning Institute.
* Successfully completed Certification of the General Data Protection Regulation.
* Successfully completed Certification of Stay Safe - Personal Security course from International Federation of Red Cross
* Successfully completed Certification of Gender Justice at Oxfam
* Successfully completed Certification of the Safeguarding Awareness Resource

# Soft skill

Direct indirect support to client

Excellent communication and interpersonal skills Ability to work under pressure.

Excellent time management.

# PERSONAL DETAILS

Name: Swara Suresh Bhuvad. Pan No.: AVHPG2485M Aadhar No.:451545505371

E-mail:[swarasuresh286@gmail.com](mailto:swarasuresh286@gmail.com%20%20)

Gender: Female

Marital Status: Married

Date of Birth: 28thJune 1987.

Languages Known: English, Hindi & Marathi.

Place: Mumbai Date:

(SWARA SURESH BHUVAD)