**Riddhi Rohan Sawant**



Badlapur - MH

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**Profile:**

Result Oriented professional with over 15 years of work experience in HR & Administration industries. Verifiable track record of successfully managing HR/Admin & teamwork in MNC.

**CORE COMPETENCIES:**

* Performing HR and General Administration duties.
* Handling Pantry & Refreshments, Stationary, Travel Desk as well as managing Housekeeping.
* Entire Travel Desk Domestic / International bookings
* Start to end the recruitment process.
* Documentation and mass mailing
* Canteen / Housekeeping Management

**Sanjay Chemicals India Pvt. Ltd.**

**Period**: Apr. 2024 - Presently working

**Designation**: **Asst. Manager** **HR & Administration**

**Key Responsibilities:**

1. End to End Recruitment process.
2. Handling various job portals like Naukri.com, Linkedin, Indeed.com & shine.com
3. Recruiting staff from Jr. level to mid-Sr. level.
4. Handling End to End life Cycle of an employee.
5. Maintaining Leave records, Laptop records, Health History, ICE contact list etc. of employees
6. Arrangement of cake and flowers on employee’s birthday.
7. Handling domestic and International travel desk, including visa process, documentation, communication & follow up, forex & mifi arrangements.
8. Mediclaim & Accident insurance of employees through vendors.
9. Vehicle Arrangements through Ola app & other travel vendors for senior partners.
10. Coordination with vendors like furniture, chair maker, curtain maker, water provider, key maker, printing, vendors for vehicles etc.
11. Arrange various events, celebrations, parties and picnic for company.
12. Hotel booking (entire process till hotel gets their payment) and special lunch arrangement for guests and for employees who makes office tour across India.
13. Salary Processing of 140 employees plus drivers and also taking care of vendor payments.
14. Formal communication, HR round of an interview & Salary Negotiation
15. Knowledge of One Drive & Spectrum software.
16. Stationary Management, Handling Petty Cash
17. Mass Mailing & maintain Outdoor visit records of employees.
18. Cafeteria Management
19. Maintain records of various insurances for Company like vehicle, home, warehouse insurance and doing the process time to time.

**Shah Gupta & Company (CA Firm)**

**Period**: Jan. 2022 to March 2024

**Designation**: **Asst. Manager** **HR & Administration**

**Key Responsibilities:**

1. Full fledged Recruitment process.
2. Handling various job portals like Naukri.com, Indeed.com & shine.com
3. Recruiting staff from Jr. level to Sr. level. (Article Asst. to Senior Chartered Accountant)
4. Handling End to End life Cycle of an employee.
5. Maintaining Leave records, Laptop records, Health History etc. of employees
6. Arrangement of cake and flowers for employee’s birthday.
7. Handling domestic travel desk (40%) and hotel booking (65%) through travel vendors for employees.
8. Vehicle Arrangements for senior partners.
9. Coordination with vendors like furniture, chair maker, curtain maker, water provider, key maker, printing, vendors for vehicles etc.
10. Arrange various events, parties, picnic for company.
11. Hotel booking (entire process till hotel gets their payment) and special lunch arrangement for guests and for employees who makes office tour across India.
12. Salary Processing and Working of employees and vendor payments.
13. Salary Negotiation.
14. Stationary Management
15. Petty Cash

**Renoir Management Consulting India Pvt. Ltd.**

**Period**: Dec.2018 to Dec. 2021

**Designation**: **Travel & Administration Officer**

**Key Responsibilities:**

1. Handling Entire Travel Desk for Company.
2. Visa Procedure for various countries like Japan, China, Bangladesh, Spain, US, Taiwan Germany etc. through agents.
3. Arrangement of FOREX for employees as well as for guests.
4. International Sim card and mi-fi arrangement for all travelers.
5. Vehicle arrangement for guests and employees.
6. Hotel booking (entire process till hotel gets their payment) and special lunch arrangement for guests and for employees who makes office tour across India.
7. To arrange meetings, Conference Calls and Client calls. (To arrange food, snacks, chocolates, dry fruits and water till keep the meeting room updated by all means )
8. Ticketing for guests.
9. To arrange Health Check Up for staff on half yearly basis as well as to arrange doctor’s as per requirement.
10. Sending invitation letters to guests for their Visa Process as per company’s standard format.
11. Arrangement of housekeeping staff.
12. Arrangement of cake and flowers for employee birthday.
13. Sending greetings and gift Cards for wedding of employees
14. Stationary arrangement
15. Guesthouse and service apartments arrangement through AirBnb, 99acers and housing.com for employees who are working out of Maharashtra.
16. Tea Coffee material arrangement for all 13 cafeterias of company.
17. Coordination with vendors like for furniture, chair maker, curtain maker, water provider, key maker, printing, vendors for vehicles etc.
18. Monthly billing of Patrol / Diesel for company vehicles.

**ASB International Pvt. Ltd.**

**Period**: June 2017 to Nov.2018

**Designation**: **Sr. Administration Executive**

**Key Responsibilities:**

1. Handling Entire Travel Desk for Company.
2. Visa Procedure for various countries like Japan, China, Bangladesh, Spain, US, Taiwan Germany etc. through agents
3. Arrangement of FOREX for employees as well as for guests.
4. International sim card and mi-fi arrangement for all travelers.
5. Vehicle arrangement for guests and employees.
6. Hotel booking (entire process till hotel gets their payment) and special lunch arrangement for guests and for employees who makes office tour across India.
7. To arrange meetings, Conference Calls and Client calls. (To arrange food, snacks chocolates water till keep the meeting room updated by all means )
8. Ticketing for guests.
9. Sending invitation letters to guests for their Visa Process.
10. Arrangement of housekeeping staff.
11. Other general administration
12. Tea Coffee material arrangement for all 13 cafeterias of company.
13. Coordination with vendors like for furniture, chair maker, curtain maker, water provider, key maker, stationary, printing, vendors for vehicles etc.
14. Monthly billing of Patrol / Diesel for company vehicles.
15. Handled Entire administration related billing and give report to accounts.

**Exactus Corporation Pvt. Ltd.**

**Period**: October 2008 to June 2017

**Designation**: **Associate - HR & Administration**

**Key Responsibilities:**

1. Well Conserved with entire cycle of an employee from joining till Exit Formalities with FNF
2. Knowledge of P.F. & P. T. Calculation.
3. To prepare Agenda as well as Minutes of meeting.
4. Giving training of work to juniors as per requirement
5. Well conversant with emergencies handling with Safety and Security Management.
6. To arrange meetings, Conference Calls and Client calls.
7. Ensuring 100% office hygiene and a healthy office environment.
8. Maintaining corporate relations with Vendors and Car hire services.
9. Daily, weekly & monthly reporting to superiors.
10. Taking Interviews.
11. Maintenance of Stationary, Pantry and Refreshment.
12. Organizing events as per the festive seasons to encourage and push up employees.

**Exactus Corporation Pvt. Ltd.**

**Period**: March 2008 to September 2008.

**Designation**: **HR & Administration Executive**

**Key Responsibilities:**

1. Keeping attendance as well as leave records of employees.
2. Supervising Housekeeping staff.
3. Co-ordinate with Consultants. Handling job portals. (naukri.com, shine.com, timesjobs.com)
4. Sourcing & Screening Resumes as well as to shortlist them.

6) Completion of different forms in accordance with company norms & procedures.

7) Arrange travel reservations for office personnel.

1. To Schedule interviews.
2. Drafting letters such as Offer Letter, Confirmation Letter, Relieving Letter and Experience Letter etc.

**Education: Pursuing MBA in HR (YCMOU)**

**B.Com** From Mumbai University (2007)

**HSC.** From Mumbai University (2004)

**SSC.** From Maharashtra State Board (2002)

**Computer Skills:**

1) MS-CIT, D.T.P.

2) Well Conversant with Internet operating & net surfing.

3) Well Conversant with PPT, MS Excel & Adobe Operating.

**Personal details:**

Date of Birth: 13th March 1987.

Marital Status: Married

Gender: Female

Languages Known: English, Hindi and Marathi

**Current CTC: 5,97,760/- P.A. (Fixed plus Variable)**

**Expected CTC : 20% to 22% hike on my current CTC**

**Notice Period: 45 Days (Negotiable up to 1 month)**

**Current Job Location: Masjid Bandar, Mumbai 400 009**

This is to certify that the information submitted above is true and correct to the best of my knowledge and belief.

**Date:**

**Riddhi Rohan Sawant**