



## **MANJU**

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### **CAREER OBJECTIVE**

To excel in all spheres by maintaining a positive attitude towards learning and enhancing my skills in a professional work environment. To secure a position where my skills, talent, dedication and ability to acquire new skills will advantage the company I work for

### **AREA OF INTEREST**

Human Resources Operations and Administration

### **EDUCATION / ACADEMIC**

- Post Graduation Diploma in Business Management from New Delhi Institute of Management with 66.72 % ( 2008-2010)
- BSc from University of Delhi with 71.72% ( 2004-2007)
- 12<sup>th</sup> from SSKV with 62% ( 2004)
- 10<sup>th</sup> from SSKV with 68% ( 2002)

### **SPECILIZATION**

- Human Resources
- Finance

### **WORK EXPERIENCE**

**“Working with Mitsui & Co. as an Executive Secretary /Business Assistant in Energy Division since March’15 till date”**

Role:

- Provide administrative support for Energy division such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
- Operate desktop computer to compose and edit correspondence and memoranda from dictation, verbal direction and from knowledge of policies of established divisions; prepare, transcribe, compose, type, edit and distribute agendas and minutes of numerous meetings.
- Schedule and coordinate meetings, interviews, appointments, events and other similar activities for supervisors, which also include travel and lodging arrangements.
- Prepare reports, correspondence, as well as materials for presentations.
- Preparing schedules during customer/overseas visits/visitors & taking care of all arrangements during visit like hotel, transportation.
- Checking & Replying Mails as per the assigned commodity.
- Inputting the biz inputs and expenses incurred during the visit (like conference, entertainment, Taxi & Hotel) in the SAP-ECC
- Arranging the required documents & applying the visa for various destinations like Japan, Thailand, Singapore, and Bangladesh etc.

**“ VIKAS GLOBALONE LTD “ as an OFFICER-HR since July,2010 to 30<sup>th</sup> April,2012.**

Role:

**1. Recruitment**

- Screening of candidates
- Joining formalities
- Issuing offer letters
- Appointment letters
- Confirmation of letter
- Job description
- Induction of new employees
- Salary certificates

**2. Employee Database**

- Maintaining HRIS(Employee Details)
- Maintaining personal files

### **3. Payroll**

- Calculating attendance
- Maintaining leave record
- Maintaining advance against salary
- Calculating salary & wages
- Coordination with employees / banking dept for opening bank accounts

### **4. Provident fund**

- Handling/Maintaining record of PF deductions
- Coordination with PF consultants for timely payment of PF & submission of PF challans.

### **5. Record maintenance / Vouchers**

- Log book
- Petty cash
- Tour & travel vouchers
- Cash vouchers
- Coordination with a/c dept for cash
- Mobile reimbursements record
- Office asset record

### **6. Full & final settlements**

- Making full & final payment
- Conducting exit interviews

### **7. Performance appraisals**

- Assessing performance of employees
- Increment calculations on the basis of performance appraisal
- Bonus calculation

### **8. HR activities**

- Motivational Programmes /Fun activities
- Employee grievance handling

### **9. Taxation**

- TDS
- Income tax

## **EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS**

- Got second rank in college in graduation final year with 76% marks.
- Won many science competitions.
- Won many dance competitions at school level.

- Won drawing competition at school level.
- Decoration head of cultural programs organized in the college.
- Acted as head of disciplinary committee in Spandan 2009 and member of organizing committee.
- Responsibilities involved organizing seminars, presentations and other activities at the college.

#### **PERSONAL DETAILS**

**Date of Birth** : 17<sup>th</sup> May, 1987  
**Sex** : Female  
**Languages Known** : Hindi, English & Spanish.  
**Hobbies** : Listening Music and dancing  
**Address** : HNO-219 B ,Madanpur Dabas Delhi-81  
Nearby Mundka Metro Station

**PLACE** :  
**DATE** :

(MANJU)