

ARCHANA PARELKAR

Gopchar Bldg No.4/15, 2nd Floor, Dr N B Parulekar Marg, Prabhadevi, Mumbai – 400025.

9004610001

archana.chemburkar8@gmail.com

20 years of Proven track record in Administration with Excellent Communication & Multi-tasking Skills, to Contribute to a Successful Organization.

Added Experience - Exposure to Responsibilities in **Human Resource**, Support in Execution and Implementation of planning a **New Office set-up** in given timelines. Co-ordination in **Events and Promotions**. Site Visits as and when required. Support to acquire & upgrade level in Safety & Security Measures.

HIGHLIGHTS

Facility Management / Vendor Management / HR Recruitment & Employee Engagement

Activities / Data Storage / Team Player/ Travel Arrangements / Crisis Management /

Negotiation & Procurement / Cost Saving/ Liaoning (HO & Branch Offices) /Accounts

Payables/ Handling / MD`s desk with Secrecy

PROFESSIONAL EXPERIENCE

Mahindra Rural Housing Finance Ltd – (Feb 2018 – Oct 2021)

Asst. Manager-I&S (Reporting to Manager – I & S)

Vendor Management:

- Exploring New Vendors for Fixed Assets. (Supply -Pan India Basis)
- Comparison & Negotiation for the Best Deal without compromising the Quality of the product.

Asset Management:

- Procurement & Provision of Fixed and Mandatory Assets for all New Branches as well as existing branches as per requirement on Pan India Basis.
- Raising PO`s, taking approvals and Follow-up with Vendors for delivery.
- Maintaining MIS for the Fixed Assets provided.
- Keeping record for Transfer/Disposal of Assets for PAN India branches.

Facility Management:

- Maintaining a Planned & Actual schedule of Pest Control for HO & Branches all over India. Random check of the services done at various locations.
- Regular check for Workstation Dusting, cleaning Rest Rooms & Deep Cleaning Activity (Glass Doors, Rest Rooms and Carpets at regular intervals.)
- Inventory of House Keeping Material on monthly basis & Distribution of the same.
- Co-ordination with Housekeeping Supervisor for timely Salaries of the hired staff.

Repair & Maintenance:

- Procurement & General Repair/Maintenance for office Furniture & Fixtures
- AMC Renewals & Regular Servicing Of AC, Water Dispenser`s etc.
- Quality Check of Water on regular intervals.
- Disposal of unwanted scrap.
- Co-ordination & Supervision in Maintenance of Electric Power Supplies/ Earthing to avoid Short Circuits & Fire Breakouts. (With concerned team)

HR Support:

- Arranging Interviews.
- Selection & Recruitment
- Onboard Formalities & Induction
- Arrangements for Festivals & Celebrations
- Co-ordination in Employee Engagement Activities

Accounts Payable:

- Renewal of Rate Contracts on regular intervals.
- Submission of Invoices & Follow up for Payments with Accounts.
- End to End support till the payments are released.

HBS Realtors Pvt Ltd – (May 2011 – Feb 2018)

Sr. Exe-Admin (Reporting to Director – Operations & Head HR/Admin)

Role Executive Admin:

- **Inventory Management-** Database of Monthly Stock & Requirements
- **Vendor Management** – Procurement/Negotiation/PO Generation
- **Facility Management-** Cleanliness Check / Pest Control/ Office Boys Mngmt
- **Accounts Payables (E-Payments)-** End to End Payment follow -up.
- **Travel /Visa Arrangements** -Co-ordination (Agent) for Air/Rail Bookings
- **General Administration-**
 - Repair/Maintenance (Furniture & Fixtures)
 - Distribution of Stationery Requirements
 - Food & Snacks Arrangements (Conferences/Seminars)
 - Diwali/New Year Gift Procurement & Distribution

Role - HR:

- Selection & Recruitment (Co-ordination)
- Employee joining Formalities & Induction.
- Co-ordination with HR for New Policies.
- Keeping a record of Personal Files of Employees.
- Arrangements for Rewards & Recognition of Employees.

Indage Vintners Ltd – (Nov 2006 - May 2011)

Executive-Admin (Reporting – GM – Administration)

- **Vendor Management** – Procurement /MIS/ Review (Vendors)
- **Facility Management** -Cleaning/Office Boys Mngmnt/Pest Control
- **Dispatch Management** –Courier Contract /Arrangement for External Pick-ups
- **Hotels & Travel Bkngs** –Accommodation/Air/Rail Bookings for Employees
- **Insurance** –(Life –Non-Life)- Renewal of Insurance for Employees & Assets
- **Repair & Maintenance** – Furniture & Fixtures/AMC Contracts EPABX/AC.
- **Accounts Payables** – Submission of Invoices till Payment Release.
- **General Administration:**
 - Co-ordination with Regional Heads visiting HO for Conferences/Seminars.
 - Organizing Events/ Picnics.

- **Additional Responsibilities.**

Maintaining MD`s daily appointments and Travel/Visa Arrangements. Correspondence and Bill statements. (Mobile, Internet, Hotels, Travels etc.)

- **HR**

Employee joining formalities, Appointments for their medical check-up. Arranging Induction, and Introduction of the new employee with the Staff. Co-ordination for Opening Corporate Salary Accounts
Arranging new Mobile SIM Cards, Visiting cards for employees, etc.

Tata Motors Ltd-. (May 2003 – Nov 2006)

Admin Assistant/ Receptionist (Reporting to – Showroom Manager)

Front Office Responsibilities:

- Interacting with Incoming Customer/Clients & Handling Tele-Enquiries.
- Basic feature Introduction of the vehicles.
- Generating prospective enquiries/leads to various dealers.
- Resolving queries & Catering to Customer Complaints.
- Database of Existing Customers feedback.

Back Office Responsibilities:

- Follow-ups with respective dealers and generating monthly reports.
- Maintaining records of the Vehicle displayed in the Show Room & replacing them according to customer needs.
- Correspondence & Bill Payments
- Liaoning with Government Officials for Shops & Establishment.
- Organizing Seminars / Conferences and Training programs in the Showroom.
- General Administrative responsibilities.

Orbit Tours & Trade Fairs P L.- (July 1999 – May 2003)

Receptionist (Reporting to – Admin Manager.)

- Attending Incoming/Outgoing Calls.
- Receiving Customers and directing them to the respective department.
- Maintaining Visitors Register.
- Maintaining Inward /Outward Couriers and distribution of same.
- General Administrative responsibilities and correspondence.

QUALIFICATION:

Institute / University	Degree / Course	Year
Mumbai University	B A	1999
Maharashtra Board	H.S.C	1996
Maharashtra Board	S.S.C	1992

ADDITIONAL QUALIFICATION:

- Completed Foundation Course of Art from Indian Art Institute in March 1994.
- Diploma in Office Receptionist from Adroit Institute, Dadar with grade "A" 1994.

CO-CURRICULAR ACTIVITIES:

- Won Prizes in Office Rangoli Competitions.
- Participated in Inter College Singing Competitions, College Annual Functions.
- Participated in Inter-college Singing Competitions, College Events, Orchestras.

PERSONAL INFORMATION:

- Languages : English, Marathi & Hindi
- Date Of Birth: 17th August 1976