

Jyoti Sharma

202, Sundeep Apartments, Rife Range,
Near to North Bombay School, Mumbai - 400086

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✉ – jyoti29691@gmail.com

Profile

Working as a HR & Back End Coordinator with Techmeasure Solutions Private Limited

I am engaged as a member of HR & Coordinator with excellent communication and interpersonal skills and a good team member.

Responsible for HR responsibilities like recruiting, handle employee relations, payroll, benefits, and training also coordinate the administrative functions of organization.

Coordinating with the sales team by managing schedules, filing important documents and communicating relevant information. Ensuring the adequacy of sales-related equipment or material. Responding to complaints from customers and give after-sales support when requested.

Responsible for handling Accounts & Purchase transactions like – settling Vouchers, preparing Purchase order, Delivery challans, Invoices, Debit Note etc.

Responsible for Payment following, dispatching of material, Import & Export, Preparing Quotation, doing vendor registrations and coordinating with the customers through email & calls.

Have received Certificate of Appreciation for outstanding performance for my role and responsibility.

Got Appreciation for organizing an Event called “Quality day” in Mumbai (Hotel Leela) & Bhubaneswar (Hotel Trident).

Got Appreciation for making Employee Hand Book.

The total HR & Coordinator experience is **9 years**.

Education

Certification in Business Administration from ICFAI Sikkim University in 2014.

Bachelors in Computer Application from SNTD affiliated to Mumbai University in 2011.

Intermediate from SNTD affiliated to Mumbai University in 2008.

SSC from Stanley Girls High School, Hyderabad, Board Of Secondary Education, A.P. in 2006.

Technical Skills

Microsoft outlook

MS Office Suits : MS -Word, MS- Excel,
PowerPoint
Tally ERP, MS Outlook

Work Experience

13th Feb'2020 to till
date

Monopol Colors India Pvt Ltd	
Profile	Asst Manager – HR & Administration
Client	3AC Composite, JSW, Jindal, Tata Steel, Uttam Steel
Role	Human Resource, Back end Operations & Coordination with Clients (Order processing till Execution of Delivery)
Roles performed	<p>Engaged as member of Human Resources & Sales team & Service Team for operations support, Working as a Team Lead of 24X7 online help to the customers – from Project Execution till line commissioned)</p> <p>Worked on :</p> <p><u>HR</u></p> <ul style="list-style-type: none"> • Handling Recruitment, Induction & On Boarding, HR Policies & Manuals , Attendance & Leave records. • Handling performance Management, Employee Engagement, Work Force Management, Statutory Compliance & Exit Formalities • Processing Salary, Payslips & Employee Loans. • Handling Travel & Visa Formalities • Handling all the queries of the employees • Handling employee database (both in Soft forms & Hard Files. • • Preparing of documents related to HR • Completing day to day administration work • Processing Salary , Pay slip & Employee Loan • Handling joining formalities of all new employees • Taking New employee's Inductions and introductions • Coordinating office activities and operations to secure efficiency and compliance to company policies • Supervising administrative staff and dividing responsibilities to ensure performance • Keep stock of office supplies and place orders when Necessary. • Support budgeting and bookkeeping procedures • Create and update records and databases with personnel, financial and other data • Track stocks of office supplies and place orders when necessary • Submit timely reports and prepare presentations/proposals as assigned • Assist colleagues whenever necessary • Book meetings and schedule events • Order office stationery and supplies • Maintain internal databases • Submit expense reports • Keep employee records (physical and digital) • Maintain a filing system for data on customers and external partners

30th Sep'2011 to
31st May'2019

Techmeasure Solutions Private Limited	
Profile	Asst Manager – HR & Coordinator
Client	Bhushan, JSW, Jindal Stainless, Tata Steel, Essar Steel, Uttam Steel, NTPC, BHEL
Role	Human Resource, Back end Operations & Coordination with Clients (Order processing till Execution of Delivery)
Roles performed	<p>Engaged as member of Human Resources & Sales team & Service Team for operations support, Working as a Team Lead of 24X7 online help to the customers – from Project Execution till line commissioned)</p> <p>Worked on :</p> <p><u>HR</u></p> <ul style="list-style-type: none"> • Handling Recruitment, Induction & On Boarding, HR Policies & Manuals , Attendance & Leave records. • Handling performance Management, Employee Engagement, Work Force Management, Statutory Compliance & Exit Formalities • Processing Salary, Payslips & Employee Loans. • Handling Travel & Visa Formalities • Handling all the queries of the employees • Handling employee database (both in Soft forms & Hard Files • Preparing of documents related to HR <p><u>Back end Coordinator</u></p> <ul style="list-style-type: none"> • Managing all the sales related activities of the company • Handling high volume of customers inquires through phone calls, Email, Fax & Tenders • Organizing Sales promotional Campaigns • Providing Quotations to the customers • Maintaining records of all the incoming orders • Preparing Proforma Invoices, Sales Invoices, Service Invoice, Export Invoices, Delivery Challans. • Arranging dispatches of shipments as per the agreed commercial terms. • Preparing dispatch documents of the shipment • Handling Supply Chain • Follow up of Outstanding Payments • Doing Vendor Registrations at Customers Portals • Booking of travel Tickets of Service team for commissioning of the systems • Preparing Monthly Reports, Sales reports & Territory Statements • Maintaining records of Dispatches. • Handling Administration Task . • Arranging meetings and preparing MOM • Arranging events. • Maintaining AMG from different vendors • Preparing Purchase Orders for External Material • Handling Logistics • Preparing Debit Notes, Bank statements, Checking Expense Vouchers as per the policy. • Checking of purchase order & commercial terms • Executing from purchase order punching to dispatch of shipment till payment received.

Career Landmark Placement Services – June'2011 – Oct'2011 as HR Executive

Epsilon Controls & Automations – Aug'2010 – February'2011 Internship done for 7 Months as System

Administration

Personal Details

Birth Date	29 th June 1991
Nationality	Indian
Marital Status	Single
Gender	Female
Languages Known	English, Hindi, Punjabi.

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

Date:

With Regards
Jyoti Sharma