

GAYATRI GARAD

HR Admin Operations

Contact: 9028005186	Email: gayatrigarad@gmail.com
DOB: 23 June 1983	Address: Ganga Dham, Market yard, Pune- 411037

Profile: BCA with PDBA with 15+ years of experience in HR Administration, Office Operations, Travel desk Vendor, Facility, Warehouse Management. Detailed and multitask oriented enthusiastic and eager to contribute to team success through hard work, excellent organizational skills.

Key Skills: Recruitment | Attendance | Induction | On boarding & Exist | Payroll | Training & Development | Statutory Compliance | Grievance | Admin operation | Travel Coordination | Expat coordination | Vendor Management | Warehouse operation |

Work History

Name of Organization	Organization details	Designation	Working period	Duration
Nakoda Pharmaceutical, Pune	Trading, food industry	HR Manager	May 2022 till date	4years
Udyen Jain Associates, Pune	CA Firm	Admin Manager	Dec 2018 to Oct 2021	2years 10months
S N Joshi Consultants, Pune	MEP Consultants	Senior Admin Executive	Aug 2010 to Dec 2018	8years 4months
Bharat Human Resources, Pune	Recruitment Consultancy	HR executive	June 2008 to Aug 2010	2 years

Experience Skills

Human Resources:

- Collaborate with the recruitment team for sourcing, screening, and coordinating interview schedules for various technical and non-technical roles.
- Draft and manage resource agreements for new client projects, ensuring accurate documentation and timely execution.
- Process monthly attendance for leave and absenteeism. Manage payroll, salary and salary slip.
- Administer statutory compliance processes, including PF and ESIC portal handling, ensuring timely registration and filings.
- Manage group health insurance for employees, including policy renewals, additions/removals, and claim coordination.
- Lead on boarding and induction processes, ensuring smooth integration of new employees with thorough documentation and orientation.
- Handle complete off boarding including exit interviews, final settlements, clearance, and compliance closures.
- Plan and execute employee engagement programs such as team events, and celebration activities.
- Expat accommodation, documentation, FRO process and visa assistance.

- **Administration:** Responsible for all administrative support to head & branch offices.
- Execute the travel plan with cab booking, ticket booking, and accommodation.
- Manage and purchase of inventory for office supplies and office equipment.
- Plan and schedule meetings for teams, clients and candidates with the management.
- Operate as the lead point of contact for any and all matters specific to execution of operational activities-stationery stock, printing work, courier, housekeeping, parking and security.
- Coordinate with marketing team for email templates, company brochures, business card, drossier, branding materials and printing works.
- Interact with IT department for support of new hires, telecom, and video-conferencing.
- Purchase IT peripherals and renewal of licenses.

- **Facility Management:** Ensure overall maintenance and management of site including infrastructure, common assets and service equipment like DG systems, elevator, server rooms, EPBX, UPS, Fire alarm system.
- Monitoring administration related activities including infrastructure management, facilities planning, communications, SOP, travel, logistics and optimum utilization of resources.
- Supervising daily up keep of facilities by inspecting the work carried out by outsourced agencies. Complete Facility management, cafeteria and security. Managing contract negotiations, finalization & supervising infrastructure setting up activity.
- Responsible for infrastructure development, branch expansion, AMC, rent agreements, vendor management, and liaison.
- Follow up with manpower and auditing weekly work schedule and cleaning material purchase. To ensure the people management at site selection, site induction, attendance, discipline, leave, registers.
- Preparing monthly facility operation reports for all the branch offices.

- **Finance & Accounts:** Coordinate with team for monthly utility and vendor bills, salary, and monthly petty cash expenses.
- Vendor data updating contracts, purchase order, KYC documents and GST follow-ups.
- Quarterly bills and accounts ledger reconciliation.
- Overview ongoing purchasing activities. Develop and manage budget, authorize expenditure, ensure compliance with fiscal guidelines and regulations. Prepare monthly expense reports for all branches.

- **Warehouse operations:** Manage attendance, overtime and hamali of the helpers.
- Manage attendance and route delivery of helpers and drivers.
- Handle grievance of mathadi, helpers and drivers at warehouse.
- Conduct monthly meeting of warehouse Incharge for smooth flow of warehouse operations.
- Coordinate with Incharge for monthly company wise physical stock check and as per tally.
- Arrange sales and Incharge meeting for material stock grievance, short expiry excess stock, and scarp. Follow-up for the removal of scrap and expiry material from warehouse and from tally system.
- Coordinate for the purchase and maintenance work for cold storage, electrical appliance, material lifting equipment's and vehicle servicing.

- **Sales coordination:** Arrange department wise sale review meetings.
- Review the performance of sales team for the new clients and leads generated.
- Arrange visit/ trial plans for all sales executives with in city and out of Pune.
- Check, verify and approve the local and outstation travel conveyance.

Degree	College/ University	Year
Post-Graduation in Diploma in Human Recourse	Symbiosis Distance learning.	2022
Bachelor of Computer Application	S.N.D.T College, Mumbai University.	2006
H.S.C	Savitribai Phule Junior College, Ahilyanagar.	2001
S.S.C	Shri Shivaji Vidya Niketan School, Ahilyanagar.	1999

Skills	Computer Skills	Languages
Communications skills	Easy HR	English
Multi-Tasking	MS Office	Hindi
Problem Solving & Leadership Skills	Microsoft Outlook	Marathi

Extra Curriculum Activities & Hobbies

- Won prizes in sports & dance competition.
- Awarded for the Best Student of the class in secondary school.
- Awarded for the Best New comer Employee for the year.
- Reading Motivational Thoughts.
- Travelling to discover new places.

➤ Personal Details:

- Name: Gayatri Garad
- DOB:23/06/1983
- Marital Status: Divorced
- Permanent Address: Ganga Dham,
Market yard, Pune- 411037

Declaration: - I hereby declare that all the information given above is true and correct to the best of my Knowledge.