



RACHNA BAGGA

ACCOUNTS, OFFICE ADMIN.AND HRBP

PROFILE:

Accounts, Admin. & Human Resource Manager with an experience of 10+ years in handling the key accounts for external and internal customers with organization.

Education :

- B.Com.(1998-2001)
- M.Com.(2002-2004)

Soft Skills :

- Tally
- MS Excel
- MS Word
- MS Outlook
- MS PPT.

PERSONAL DETAILS:

Birth date:
10/07/1981

Nationality:
Indian

Residential Address:
Madhapur,
Hyderabad
-500081

Marital status:
Married

CONTACT:
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Mob.: +91-9896590003

WORK EXPERIENCE:

Academic Counsellor (Oct 2022- Till Date)

Manaqest Training Solutions, Madhapur (Hyderabad-India)

- Counseling for the new norms.
- Assessment of the new candidates for their eligibility for travel and admission to courses.
- Bank – reconciliation, TDS management on invoicing and petty cash management.
- Record-keeping and sharing of the daily/monthly MIS.
- Leading and managing the work for 3 resources, thereby increasing the efficiency by 13-15 %.
- Handling of the daily/monthly governance for the analysis of challenges, developments and the efficiencies that can be brought in the system.
- Offered strong customer service skills, keeping customers satisfied and increasing sales by an average of 7 % monthly.

Manager-Admin. & HR (Mar 2009-Nov 2018)

GLASSCO LABORATORY EQUIPMENT P. LIMITED, AMBALA(HARYANA- INDIA)

- Payroll management – Attendance, time-keeping, team structure management.
- Candidate Search, JD formulations, interviews management, On-boarding, PF, ESIC, Insurance, relieving and termination, compliances as per the permitted labour laws.
- Management of the documentation and sending timely notification for the policies/ amendments to the team.
- Delivered training, coaching to new joiners and performance improvement required members.
- Governance-Plan and schedule interviews, meetings, conferences, teleconference.
- Expense Report Management- Petty Cash, Power & Fuel bill Management, Event/ Team Lunch/ Dinner Expense.
- Vendor Management-Interaction with external agencies (vendors/ insurance executives) for transportation, of goods such as insurance and end to end logistics. & program management.
- Data Management, MIS reporting, Dashboard Analysis, Presentations, planning, strategize, Monthly / Quarterly analysis and reviews and other business management.
- Inventory Management - Office Supplies, Packaging Material, First Aid, Emergency Support Services Availability etc.
- Addressed employee grievances, related to payroll, benefits, leave, F&F Policy & procedure with effective resolution.

S Executive - Admin.(Sept 2004-Mar 2009)

GLASSAPPS, AMBALA(HARYANA- INDIA)

- Managed the documentation of customer PO, billing, accounting etc.
 - Worked as Ex. Assistant - MD.
 - Governance Meet-Monthly/Weekly with teams and end-customer.
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- Hiring for resources with various domains as packaging, testing, molding, labour staff etc.
 - Managed the Plant Inventory / Expense for daily monitoring of the work order (WO).
 - Management-Employee outings, company participation and representations in Expo. events.

Self Managed Business (Jan 2019-Nov 2020)

LABCART (Managed during the Covid Pandemic)

- Trading of the scientific goods.
 - Created a comprehensive online business for the procurement and supply of the glassware from vendors and it' supply to clients across India.
 - Managed the billing and compliances as per the GST regulations.
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