**CURRICULUM VITAE**

# SHARANIYA AVINASH

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| **CONTACT DETAILS** | **PERSONAL DETAILS** |
| Email ID: chiku.sharaniya@gmail.com | DATE OF BIRTH - 9TH DECEMBER 1989 |
| Contact No: 8897675110 | MARITAL STATUS - MARRIED |
| Permanent Address: 1-11-50 , Golnaka Alwal ,Secunderabad  Landmark - Opposite Blue dart courier office Pincode - 500010 | SPOUSE NAME - AVINASH KUMAR |

# PROFESSIONAL PROFILE

An accomplished Admin/HR Assistant with 10 years of experience of assisting high quality Administrative functions in a renowned Service Industry. A multi-skilled and versatile assistant with proven success in administration, reception, cash handling, customer services & HR Support. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to manage multiple priorities and meet tight deadlines without compromising quality.

**WORK EXPERIENCE**

**HR & ADMIN - CARRYFRESH LOGISTIC PRIVATE LIMITED – (FEB 2020- August 2023)**

* Administer compensation and benefit plans.
* Assist in talent acquisition and recruitment processes.
* Conduct employee onboarding and help organize training & development initiatives.
* Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
* Promote HR programs to create an efficient and conflict-free workplace.
* Assist in development and implementation of human resource policies.
* Undertake tasks around performance management.
* Gather and analyse data with useful HR metrics, like time to hire and employee turnover rates.
* Organize quarterly and annual employee performance reviews.
* Maintain employee files and records in electronic and paper form.
* Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
* Ensure compliance with labour regulations.

**HR & Administration- Procurement Co- Ordinator**

**FLOWER BUDS HIGH SCHOOL PVT LTD [SEP 2017 – Jan 2020]**

* Manage budgets, logistics and events or meetings.
* Handle scheduling, record-keeping and reporting
* Ensure the school complies with relevant laws and regulations.
* Develop and run educational programs.
* Hiring for internal staff - (screening sourcing & recruiting), arrange training accordingly.
* Counsel students when needed.
* Resolve conflicts and other issues.
* Communicate with parents, regulatory bodies and the public.
* Responsible for procurement of stationary and maintain smooth admin operations.
* Have a hand in the creation of the school curriculum.
* Employee Personal Records Management Sorting, Labelling, Digitization for Retrievals and Destruction of inactive records
* Dashboards & Trackers
* Vendor Management Empanelment, Contracts, Performance Monitoring, Invoice processing and Reports
* Implement actions that improve the school and the quality of education (e.g. building renovations, new guidelines for students, new subjects)
* Help shape and uphold the vision of the school.

**HR & ADMIN [Feb 2014 - June 2015]**

Quadron Business Park Private Limited, Pune

* Handled front desk and all types of records related to Facilities.
* Record maintenance related to HR
* Looking after arrangements for board meetings and client meetings.
* Reporting directly to General Manager on day to day matters.
* Looking after all admin related activities like housekeeping & vendor supply management.
* Responsible for procurement of stationary and maintain smooth admin operations.
* Responsible for sourcing hiring & onboarding the internal staff also arranging walk-in interviews & campus recruitment.
* Support HR Manager and to understand and respond to staff related queries.
* Arranging Training on requirements basis
* Supervise administrative staff and divide responsibilities to ensure performance
* Manage agendas/travel arrangements/appointments etc. for the upper management

## Admininstration – Co-ordinator [ Mar 2009 - Dec 2013 ]

Page point Services Private Limited

* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Supervise administrative staff and divide responsibilities to ensure performance
* Manage agendas/travel arrangements/appointments etc. for the upper management
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* 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

## Education

**BACHELOR OF ARTS – HIMALAYAN UNIVERSITY – (2017-2020)**

**Office Skills:** Office Management Spreadsheets/Reports Front-Desk Reception

Records Management Cash Management Executive Support

Database Administration Procurement Travel Coordination HR Support

**Computer Skills:** MS Word MS Outlook MS Powerpoint

MS Excel

Date

Location : HYDERABAD