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| --- | --- |
| **Nilam Makwana**  Address: 608,Royal lake view,near gota lake,Gota Ahmadabad-382481  Handheld: +91 8866409622,  Digital Presence:[neelamb285@gmail.com](mailto:neelamb285@gmail.com),  **human resource/ADMIN/SECRETARIAL - Profile**  **Professional with 7+ years of experience in medium sized organizations is now seeking challenging assignments in HR/Admin/Secretarial Function of large sized Organization**  **Personal Objective**: I envision myself as playing a challenging role through my contribution to the growth and success part of the organization where I have joined and strived to expand my horizons in reaching to the pinnacle with utmost **Honesty, Integrity and Trustworthiness**  **Functional Objective:**   * Responsible for total accounting/administration/secretarial performance in accordance with company policy and procedures. * The ability to manage pressure and conflicting demands and prioritise tasks and workload. * Team working ability. * The ability to accept and Understand instructions |  |

**PROFESSIONAL EXPERIENCE**

**Human Resource, Administration**

* Co-ordination with all Dept.
* Maintain PF, ESIC process.
* Maintain salary process.
* Designing and implementation of new hr policies and systems
* Manpower planning.
* Recruiting of new staff at a different level as per the company’s requirement
* Exit interview, full & final settlement.
* Preparing job descriptions of new appointed staff.
* Maintain documentation process of employees.
* Conduct exit interviews to identify reasons for employee termination
* Responsible for Inter Departmental Administration.
* Close working with the CEO,MD & Chairmen along with respective departments in order to achieve strategic objectives.
* Multi-tasking, ability to conceptualize, implement new processes, create - update - follow up, attention to detail, working under stringent deadlines and aggregating and interpreting data.
* Implementing processes and procedures that increased operational efficiency; managing daily functions of the office and premises
* Maintained strict confidentiality with sensitive information, financial documents, records and personal matters.
* Managing all travel related queries, documents are bookings.
* Handle entire Govt. Tender system
* Manage and maintain budgets and carry out invoicing

**Work History**

**YOURS ETHNIC FOODS PVT.LTD**, Ahmadabad 08TH January, 2016 to Till Date.

Admin Manager

* Co-ordination with all Dept.
* Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
* Schedule and attend meetings, create agendas and take minutes.
* Use content management systems (CMS) to maintain and update websites and internal databases
* Provides historical reference by developing and utilizing filing and retrieval systems.
* Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
* Maintain PF, ESIC process.
* Maintain salary process.
* Designing and implementation of new hr policies and systems
* Manpower planning.
* Recruiting of new staff at a different level as per the company’s requirement s
* Exit interview, full & final settlement.
* Preparing job descriptions of new appointed staff.
* Maintain documentation process of employees.
* Manage legal compliances.
* Conduct exit interviews to identify reasons for employee termination.
* Handle purchase dept.
* Handle all process for tender work.

**BESTECH WATER TREATMENT PVT LTD**, Ahmadabad 17TH JANUARY 2014 to SEPT. 2015.

Admin Head (Admin & HR Manager)

* Recruiting of new staff at a different level as per the company’s requirement
* Maintain salary process.
* Preparing job descriptions of new appointed staff.
* Maintain documentation process of employees.
* Manage All Department Of Company
* Maintain co-ordination between all the departments.
* Looking after Marketing & Project Planning.
* Maintain Inventory of the company.
* Provide administrative support to the management.
* Keep updating employee schedule.
* Handle office procedures & clerical task.
* Updating accounts receivable and issue invoices
* Post and process journal entries to ensure all business transactions are recorded
* Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
* Maintains accounting controls by preparing and recommending policies and procedures.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Prepares payments by verifying documentation, and requesting disbursements.

**SAFAL HOSPITALITY AND MAINTENANCE SERVICES**, Ahmadabad Aug 2011- December 2013

Admin & HR Manager

* Provide administrative support to the Office Manager and General Manager
* Recruiting of new staff at a different level as per the company’s requirement
* To train and guide to the new appointed employee.
* Maintain salary process.
* Responsible for preparing all quotations to handle client’s inquiries
* Managing duties of regular accounting
* To cover up all the daily reports and manage the company’s accounting data
* Handling of professional office procedures & clerical task
* In charge of managing all Stock Material and Tender work, too
* To give "can-do" attitude, flexibility and high-quality work
* Reporting to direct MD & Chairman
* Expert interpersonal and communication skills -- known for tactful handling of sensitive, confidential issues; ability to resolve customer complaints; and timely completion of polished, executive-level reports and presentations.

Academic

Indu Management institute(GTU), Vadodara 2011

M.B.A, Finance with 8.49 SPI, 7.6 CPI

H.K.college(Gujarat University), Ahmadabad 2009

B.B.A, Finance with 1st class

Technical Skill

* Rapidly adept new technologies and process expertice with MS Office and broad range of stastical software
* Achieved A+ grade in Accounting software Tally 9
* Excellence savvy in using Internet and different Windows Operating System
* Having National stock exchange certification in financial markets(NCFM)

Projects Achievement

* Discriminate analysis of BSE companies, Baroda 2011
* ‘‘Project Finance’’at Gujarat Industries Power Co. Ltd, Baroda 2010
* Hotel Industries in Ahmedabad 2009
* Marketing Report on Radio Mirchi, Ahmedabad 2008
* Metal alloys corporation, Jamnagar 2007

PERSONAL DETAILS

D.O.B : - 22nd July, 1988

Permanant add: vill.Dumiyani, Ta. Upleta, Dist.Rajkot. Gujarat.360490

Nationality: Indian

LANGUAGES: GUJARATI, HINDI AND ENGLISH

I hereby declare that the information given herewith is correct to my knowledge and I shall be responsible for any discrepanc.

NilamMakwana