

Vandana

Contact Details

Address

Rohini, Delhi, 110085

Phone

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com

Skills

Confident in taking
decisions.

Self-learner & ability to grasp
new things quickly.

A well-presented, well all round performer who when given a task, has the ability to work quickly and efficiently. I have a proactive attitude and a strong work ethic; I am sure to be able to make a real contribution to the day-to-day operations of any business and now looking for a suitable position with an organization that can offer me a uniquely varied and fascinating working environment.

Work History

2021-08 - 10

Company Secretary Trainee

Servotech power Systems limited, Delhi

- I have been exposed to following aspects of Company Secretary Profession.
- General Works Such as:
- Administration & Management work of the Organization.
- Drafting and Preparation of Agenda, Notice, Minutes Books etc.
- Operating MCA 21 portal, uploading and filling various forms through e-filing Process.
- Half yearly compliances of Listed Company.
- Operating NEAPS Portal.
- Preparation of trackers for board meetings and other fillings.
- Filling DIR 12, MGT 14 forms under companies Act.
- KYC of directors.
- Minutes of AGM and Board meetings.

2021-01 - 22

Human Resources Executive & Admin

Urja Global Ltd, Delhi

- Short listing employees resume for conducting interviews.
- Preparing and maintaining salary sheets of employees.
- Posting vacancies to various job portals.
- Maintaining attendance tracker.
- Prepared offer letter and appointment letter for new

joiners.

- Completing documentation/verification process of new joiners.
- Handling resignation of existing employees for their smooth release.
- Updating internal databases (e.g., record of sick or maternity leaves).
- Preparing HR documents, like employment contracts & new hire guides.
- Preparation of HR policies.
- Assist payroll department by providing relevant employee information (e.g., leaves of absence, sick days & work schedules).
- Arrange travel accommodations and process expenses forms Participate in HR projects (e.g., help organize a job fair event).
- Answering incoming calls, taking messages and re-directing calls as required.
- Dealing with email enquiries.
- Maintaining the company social media accounts.
- Scheduling meetings.
- Provide administrative support for operations team.
- Welcoming visitors & directing them to the relevant office/personnel.
- Carrying out clerical duties such as answering phone calls, responding to emails and preparing documents which includes office correspondence, memos, resumes & presentations.
- Coordinating and managing appointments, meetings and the conference room schedule in order to prevent duplicate bookings.
- Performing other relevant duties when needed.
- Oversee the members of the administrative team & coordinate their activities.
- Coordinate office activities and operations to secure efficiency & compliance to company policies.
- Providing assistance to colleagues whenever necessary.

Education

High School

Sarvodaya. Co-ed Vidyalaya – Rohini Sec-8, Rohini

- Passed my high school with 70% percent.

B. Com

Delhi University

- Passed out with 58%

CS Executive (I Module)

ICSI

- Year of passing "2015"

CS Executive (II Module)

ICSI

- Year of passing "2016"

Pursuing M.A Psychology

IGNOU

- Result awaited
- Completed 240 hours internship from Vishwas Healing Centre

Extra-Curricular Activities

- Participated in Gurbani competition 2006, won 2nd prize
- Participated in speech competition 2005-06, won 3rd prize
- Participated in Yuva Club Dance Competition, 2008, got 1st prize
- Inter School Folk Dance Dance Competition, 2010, won consolation prize

Hobbies

- Art and Craft
- Painting
- Dance

Personal Details

Languages: Hindi, English, Punjabi

DOB: 13th Aug, 1993

Marital Status: Married