

# Anita Jagtap

Abu Dhabi

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## Work Experience

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### **officer -Tele sale, HR & Admin Coordinator**

Etisalat - Telelink Communication - Abu Dhabi

November 2014 to August 2015

HR & Admin Coordinator :-

Recruitment management, payroll data updation.

- Responsible for managing and supervising people.
- Greet and assist visitors when they arrive at the office
- Act as a first point of contact between external vendors and other departments.
- Monitor office expenditures and also complete the task within the cost limits.
- Responsible for handling all office contracts - rent, service etc.
- Responsible for generating & maintaining daily, weekly, monthly reports
- Responsible for checking emails and sending prompt replies for the action.
- Scheduling meetings and complete the tasks on time.
- Arrange the travel booking for the executives
- Maintain database & effective filing systems
- Monitor office supplies inventory and place orders

Tele-sales officer:-

- Calling Potential or existing customers to inform them about our service.
- Answer questions about our service or the company
- Ask questions to understand customer requirements and close sales
- Co-ordinate with the field sales team when needed
- Enter and update customer information in the database
- Handle grievances to preserve the company's reputation
- Building healthy Relation with clients to meet company's objectives.

### **Executive**

TAra Foods - Aurangabad

June 2011 to June 2014

- Responsible for recruitment cycle
- Conducting employee orientation and facilitating newcomers joining formalities.
- Communicating and explaining the organization's HR policies to the employees
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee.
- Preparing letters such as offer and confirmation.
- Preparing Full & Final Settlement

- Conducting exit interviews for employees and recording them accordingly to determine reason behind separation.
- Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers.
- Daily-Time office management for attendance, late mark, half day, gate pass, visitors register
- Responsible for timely closing of payroll
- Prepare training calendar for the employee
- Community initiatives programs - organizing and participation
- Responsible for staff welfare activity
- MIS -HR + Operation

## **Executive**

Endurance Technologies Ltd - Aurangabad

October 2010 to May 2011

- Responsible for recruitment system, Reviewing CVs
- Employee referral check; selection of candidates.
- Interview arrangement, Conduct interview with line Managers
- Liaison with the recruitment agencies.
- Updating the vacancies rank and provide the summary report to Manager on weekly basis.
- Reviewing the Recruitment agency invoice before forwarding to Manager for approval.
- Offer of employment (Follow up on offer & acceptance)
- Co-ordination of Job fairs, new advertisements etc.
- Handling new employees reporting needs, Induction etc.
- Preparation & updating of JDs ,Organo-gram regular basis
- Identify and assess training needs within a company.
- Meet with managers and supervisors to study ascertain needs.
- Conduct different surveys.
- Plan, organize, and implement a range of training activities.
- MIS -HR
- Handle ISO audit.

## **Executive**

Rubicon Formulations Pvt Ltd - Aurangabad

June 2009 to September 2010

- Monitor staff performance and attendance activities
- Issuing offer letters, contract of employment, confirmation letter disciplinary letters and all other letters required by staff
- Provide information and assistance to staff on work related issues.
- Maintain the personal records of employees on matters such as wages, retirement, leave and training, and prepare associated reports
- Management of HR administration systems and processes to ensure smooth running of the department
- Preparing payroll and other reports as required
- Updating and monitoring Annual leaves, medical record, insurance, and sick leave
- Prepare all ISO related documents and report to the operation manager when required.
- MIS -HR

## **Executive**

Johnson & Johnson Ltd - Aurangabad  
March 2008 to May 2009

- Recruitment management
- Employee referral check; selection of candidates.
- Interview arrangement, Conduct interview with line Managers
- Liaison with the recruitment agencies.
- Updating the vacancies rank and provide the summary report to Manager on weekly basis.
- Reviewing the Recruitment agency invoice before forwarding to Manager for approval.
- Offer of employment (Follow up on offer & acceptance)
- Co-ordination of Job fairs, new advertisements etc.
- Induction & On-boarding formalities for new employees
- Preparation & updating of JDs ,Organo-gram regular basis
- Full & Final formalities
- Training & Development Calendar of the employees
- Designing company policies & Responsible for effective deployment
- Responsible for staff welfare activities.
- Time-office management
- MIS on Daily+ Weekly+ monthly basis(Asia Pacific Region)
- Scheduling Video conferencing related services to internal customers
- Travel arrangements for Executives Domestic / International
- Event Management, Handling VIP Visit, Corporate Gifts
- General Housekeeping
- Office equipment Maintenance –Photocopier, Fax
- Non-Inventory Item purchase – Stationery Managements, Printing Jobs

## Education

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### **MBA in HR**

TMV Pune Maharashtra India - Pune  
June 2007 to June 2009

### **M.Sc in Biotechnology**

Government Institute of Science - Aurangabad  
June 2004 to June 2006

### **B.Sc in Microbiology**

Government college Arts & Science - Aurangabad  
June 2001 to June 2004