

BHANU PARYANI

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PROFILE SUMMARY

With 4 years of experience and extensive knowledge of clerical and administrative systems and procedures including office management, problem resolution, multi-tasking handling confidential information with discretion.

Presently looking to progress a career within the HR industry by joining a exciting and ambitious company that rewards ability and hard work

SPECIALIZED SKILLS

- Excellent interpersonal and communication skills
- Multi-tasking abilities with proficiency in organizing and managing tasks
- Expert knowledge of handling administration and paperwork
- Thorough insights in overseeing stock levels
- Ability of hard working
- Innovative and Participative
- Basic knowledge of Stock Market
- Basic knowledge of MS-office, word, excel

PROFESSIONAL EXPERIENCE

Event Management.

EventPromoter/EventSupervisor

May2015-December2016

Roles and Responsibilities

- A. Promotional Event (LG, Max, etc)
 - i) Have to distribute Pamphlets/Brouchers to everyclients
 - ii) Carrying out leads of a interested Customers
- B. Conference Event (Oracle, Windows 10, etc)
 - i) Communicate guests' requests and complaints to the appropriate department
 - ii) Registration of Customers and giving a batches to them
- C. Concert Event (Coldplay, Atif Aslam, etc)
 - i) Handling the crowd and solve the queries of customers
 - ii) Registration of Customers and giving a batches to them
- D. Exhibition Event (Property, Car, etc)
 - i) Convince the customers to take a part in lucky drawcontest
 - ii) Arrange a test drive or site seeing for a interested clients

Raj Plastic Trading Co.*HR And Admin**Jan 2017-November 2020***Roles and Responsibilities**

- A. Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
- B. Scheduling meeting and appointment
- C. Preparing document for business trip
- D. Preparing and issuing employment contracts to new employees.
- E. Making sure that all employee records are accurate and well maintained.
- F. Preparing and issuing employment contracts to new employees.
- G. Managing an employees sickness records and paperwork.
- H. Authorising and issuing pay-slips.
- I. Finalising paperwork for when a member of staff leaves employment.

QUALIFICATION

Degree	Year of Passing	University/Board	Percentage (%)
B.COM	2017	Mumbai	'B' Grade
H.S.C	2014	Maharashtra	67.54
S.S.C	2012	Maharashtra	58.36

LANGUAGES KNOWN

- English and Hindi

OTHER INTERESTS

- Meditation for Peace of Mind, Listening music, Gymnastic, Willingness to learn new things

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars