Priya Chakre

Plot No. 39, Manohar Niwas

Sector 16/A, Phase 3

Nerul West Navi Mumbai

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**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **LEVEL** | **YEAR OF PASSING** | **BOARD/UNIVERSITY** | CLASS |
| B.COM | 2007 | Maharashtra Board | Higher Second Class |
| 1Yr Diploma in Aviation & Hospitality Mgmt | 2006 - 2007 | Pune University | Distinction |

**WORK EXPERIENCE**

**ACG Pam Pharma Technologies Pvt Ltd.** Aug 2014 to Sep 2019

**KEY RESPONSIBILITIES** :-

1. **Contract Labour** - Monitoring Contract Labour Daily Mandays , Overtime , Joining / Break Period taking Punching, Data maintaining, Preparing attendance reports & Submitting for Monthly Billing.
2. **Canteen Management**  - Monthly deduction of Canteen Food Consumption of Contractors,& Management Employees. Leading Canteen Committee by conducting monthly Meetings, Canteen Surprise Visits & preparing Audit Reports, Menu Planning Preparing MIS & Circulating within the Committee members.
3. **SAP Handling** - Making Purchase Requisitions in SAP for all work related to General Admin
4. **Record Keeping** - Maintaining Invoices, preparing MIS & helping for yearly budget making of admin.
5. **Vehicle Management** - Hiring of Rental Cars & managing Pool Cars.
6. **Customer Centric** -Taking care of Housekeeping, Hotel Booking & Food Arrangement for Domestic/Intl Customers.
7. **Communication System** - Streamlining Mobile /Datacard Processes & Expenses. Providing Telephone Instruments & Extension for New Joinees.
8. **Vendor Management** - Handling Vendor Registration , Ensuring Timely Payments, Alternate Quotes for Comparison.
9. **Employee Engagement Activities –** Helping in organizing the Activities in Coordination with HR & providing Admin support, preparing yearly calendar.

Previously worked with **Mahindra Hinoday Industries Ltd**

Since Oct 2010 Till Feb 2014

**KEY RESPONSIBILITIES** :-

**1 .Front Desk Activites** :- Handling EPBAX System , Courier Management,

Meetings & Conference  Schedule.  
**2. Housekeeping** – Maintaining housekeeping of entire Corporate office 2nd floor , Maintaining Checklist, , Attending & Solving Complaint’s, Maintaining Pantry,   
**3. Handling Meeting & Training’s** – Maintaining Training hall ,Board Room, Meeting Room, MD’s Conference Room. Booking of hall’s for Internal & External Meeting ‘s, Making all arrangements as per requirements.   
**4. Courier System Handling** – Handling Internal & well as External courier’s which includes Document’s & Material. Maintaining data, POD’s, tracking of courier’s ,Checking of monthly bill’s, handling of complaints , queries , related to courier service.   
**5. Hotel & Guest House Booking** – Making Reservation’s for Employees on Online Portal are which included all Office Employees. Hotel Bookings for Customers visiting the company. Maintaining Booking data, filing, Billing process etc.  
**6.Tour’s & Travel’s**- Dealing with travel agencies , Making travel booking which includes rental cars, train, bus, Airline[ domestic & International travel], Visa, Passport, Travel Insurance, Maintaining & updating the travel data in the system , Checking of quotations , rate comparison , Services of Agencies, & to get the best quote

**7. Communication System’s** - Which included Purchase of Mobile Handsets , Simcard’s , Telephone Instruments ,Extension’s ,Providing International sim & datacard for the Employee’s travelling Internationally. Checking of service, attending ,Marinating Data, Quotations, Invoice’s , AMC’s of the systems. Residence Landline Telephone checking of VP, COO,CFO which has been provide by the company & attending queries of the same.   
**8. Making Purchase Requisitions** - Well conversant with SAP System for raising of Indent. Responsible for getting the quotations from the external parties & raising the indent on time & getting the Purchase Order’s [ PO] from the particular dept.

**HOTEL CITRUS** 4 \* DELUXE in Pimpri as a Guest Service Associate from 2nd Oct 2009 till 26th Sept 2010 [11 months]

**HOTEL ST. LAURN (SUITES**) Hinjewadi, Pune as a **Room Service Ordertaker** from 28 Feb 2008 till Sept 2009.

**HOTEL TAJ BLUE** **DIAMOND** , PUNE in Engineering Department as a Service Desk Co-ordinator since June 2007 till Feb 2008.

***CAREER EXPECTATIONS***

I expect to work for a growing organization with which I can develop and apply my present and future skills to achieve effective and quantifiable results.

**LANGUAGES**

Fluent Written & Verbal:English, Hindi, Marathi, German(Basic)

**KEY STRENGTHS**

* Communicating: Communication Skills
* Learning Agility: Quick learner
* People Oriented: Customer service skills
* Negotiating: Negotiation skills
* Attention to details: Good Listener
* Critical thinking: Decision making skills

***PERSONAL INFORMATION***

Marital Status - Married

Religion - Christian Protestant

Nationality – Indian

**REFERENCES & EDUCATIONAL CERTIFICATES**

Available upon request.

Date

*Priya Chakre*

Place: - Mumbai