

Curriculum Vitae

NAMITA ASTHANA

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CAREER OBJECTIVE

I am seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of the job satisfaction & convenient professional growth.

ACADEMICS

MBA in 2015 from Sikkim Manipal University.	Graduate in commerce in 2013 from Lucknow University.
Passed intermediate (12th) in 2010 from ISC Board.	Passed matriculation (10th) in 2008 from ICSE Board.

ADDITIONAL QUALIFICATION

Certification of NIIT at school program.	Diploma in "Finance & Banking" computer program from F-TEC Skill and Development Institute (Govt. Regd.)	Certification of "CCC" program from NIELIT- DOEACC Society.
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SNAP-SHOT OF WORK EXPERIENCE

(Total 4+ years of work experience)

➤ Working as an Office Coordinator in "Excella Infrazone Pvt. Ltd." Lucknow (7 Feb'22-Till now)

JOB RESPONSIBILITY- Create sort and export databases. Monitor office expenditures & file invoices. Maintain files and records. Monitor office supplies inventory and place orders. Answer telephones and respond to inquiries.

➤ Two years experience as a HR/Operations Executive in "Santushti Capital LLP" Lucknow (2 Apr'18-25 Mar'20)

JOB RESPONSIBILITY- Handling data management system which includes drafting, checking, and storing various documents required by the management. Look after the finances of the organization & enters the relevant information in the books of accounts. Drafting letters, mails, bills, cheques etc. other documents. Processing payroll and disburse salary. Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.) Creating and distributing documents like: notices, reports, forms etc.

➤ One year work experience as a HR Executive in "Preview Technologies Pvt. Ltd." Lucknow (15 Oct'16 – 3 Nov'17)

JOB RESPONSIBILITY- Handling recruitment process including posting job ads and organizing resumes, scheduling job interviews till completion of hiring. Keeping a track of attendance & leave of the employees. Performing file audits to ensure that all required employee documentations or other HR related databases should be updated and maintained. Handling employee concerns. Participating in payroll processing system.

➤ **Nine months work experience as an Accounts & Admin Executive in “AP Associates Pvt. Ltd.” Lucknow (6 Jul’15 – 9 Apr’16)**

JOB RESPONSIBILITY- Undertake management supervision reviews & maintaining database. Drafting and respond to E-Mails timely in an efficient manner in accordance with organizational standards. Handling day to day cash transactions. Updating and maintaining vouchers & ledgers entries on Tally. Follow ups for the payments through mailing & calling.

➤ **Ten months work experience as a HR Executive in “Unicode Systems Pvt. Ltd.” Lucknow (16 Jun’14- 18 Apr’15)**

JOB RESPONSIBILITY- To assist HR Officer in the supervision and coordination of recruitments, payroll management, providing advice and direction to promote the effective progression of work. Maintaining and updating the database of the employees. Understanding the requirement & accordingly drafting a job description and getting it approved from the concerned person. Taking part into the induction programs. Keeping a track of attendance & leave of the employees. Coordinating with prospective candidates, screening them & conducting interviews to the next level and administering offers.

HOBBIES

Photography.

Playing Badminton.

Listening music.

Interior decoration.

PERSONAL INFO

NAME- NAMITA ASTHANA

DATE OF BIRTH- 20/08/1993

GENDER- FEMALE

FATHER’S NAME- Mr. N.K. ASTHANA

MARITAL STATUS- SINGLE

PLACE- LUCKNOW