



# Arati Ashok Jogdand

Front Office Executive and  
Human Resource  
Administrator

## PROFILE SUMMARY

Seeking a challenging position in Human Resource to gain further skills and to attain the goals of organization aiming at mutual growth . Excellent analytical , communication and organizational skills .

## EDUCATION

- 2025

B.B.A/ B.M.S  
Pune University
- 2019

XIIth  
English
- 2017

Xth  
Marathi

## WORK EXPERIENCE

- May 2024 - Dec 2024

Front Office Executive and Human Resource Administrator  
Realty Assistant Pvt Ltd

- Assisting with screening and sourcing processes

- Preparing welcoming kits for new joiners

- Managing onboarding of new joiners

- Inspecting pantry and housekeeping

- Maintaining office expenses records

- Handling reimbursements for the sales team

- Managing inventory

- Handling courier management
- Mar 2023 - May 2024

Guest Relation Executive  
Estatemint

- Prepare DSR reports on daily basis

- welcoming Guests & handle quiries

- Maintained data reports related sales - - ensures all reception activities

- align customers to their relevant sales person

## PERSONAL INFORMATION

- ✉ Email

arati22jog@gmail.com
- 📞 Mobile

(+91) 9075947885
- 📅 Total work experience

2 Years 5 Months

## KEY SKILLS

- Communication Skills
- Administrative Assistance
- Office Management
- Office Assistance
- Onboarding & documentation
- Attendance management
- Negotiation
- Time Management
- Records Management
- Creativity
- Team Building

## OTHER PERSONAL DETAILS

- City

Pune
- Country

INDIA

## LANGUAGES

- Marathi
- Hindi
- English

Aug 2022 - Feb  
2023

Administration Executive

### Dream Plast India

- Streamlined manpower requirements and facilitated recruitment and onboarding processes to ensure seamless staffing operations
- Maintained accurate attendance records and effectively managed employee timekeeping systems
- Addressed plant-related issues and collaborated with relevant stakeholders to swiftly resolve operational challenges
- Oversaw inventory management processes to maintain optimal supply levels and minimize stock shortages