



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 .

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

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 <ul style="list-style-type: none">- 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 <ul style="list-style-type: none">- Prepare DSR reports on daily basis- welcoming Guests & handle quieries- Maintained data reports related sales - - ensures all reception activities- align customers to their relevant sales person

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