MANISHA KAR

Address   : Shrinandnagar – 2, Nr.Makarba Road, Vejalpur, A'bad-51.
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Mobile No   : 99098 23040

Summary:

I HAVE **18 YEARS** OF EXPIRIENCE IN ADMINISTRATIVE, HUMAN RESOURCES AND FINANCIAL MENTIONED BELOW.

Essential Duties and Responsibilities:

❖ Administrative:

- Perform and supervise general office activities, such as greeting visitors, filing, photocopying, faxing, processing outgoing and incoming mail, routing and screening all incoming calls, and distributing messages to appropriate team members.
- Ensure that conference rooms, meeting rooms and reception areas are ready for meetings.
- The preparation, analysis, negotiation, and review of contracts related to purchasing materials, supplies, products, or services.
- Plan and coordinate staff development and monthly agency-wide staff meetings.
- Create and maintain effective internal controls for equipment inventory.
- Maintain and safeguard agency records.
- Manage the organization's office and storage space. Perform as liaison with varies vendors, providing maintenance, security, and other occupancy services.

❖ Finance:

- Assist program Directors preparing and maintaining contract requirements.
- Develop external relationships with appropriate contacts, e.g. IT, accounting firm, and human resources.
- Prepare month end program reports for office equipment.
- Assist Accounting department in preparing monthly grants.
- Assist the Company in providing staff support to the Management.
- Assist the Company to organize funding raising events.
- Perform other duties as assigned.

❖ Human Resource:

- Collect/approve all timecards and payroll information from employees, and transmit to payroll service.
- Distribute payroll and employee reimbursement checks.
- Assist managers with personnel issues and administration of personnel policies.
- Conduct new employee orientation, and exit interviews, forward employee materials to Human Resources.
- Assist in staff recruitment process.
- Maintain Employee personal files.

❖ Knowledge, Skills and Abilities:

- Ability to understand and analyze financial data.
- Ability to communicate and work effectively with staff, the Management, and the public.
- Good working knowledge of office procedures and office management.
- Excellent ability to effectively communicate in both a verbal and written manner.
- Ability to understand technical instructions.
- Good background and knowledge in accounting procedures.
- Excellent computer software skills – Microsoft Office (Word, Excel and Access), Tally ERP – 9, email and electronic calendar (Outlook) Gujarati Typing.
- Effective problem solving and negotiating techniques.
- Ability to function independently in a multi-task environment, as well as part of a team.
- Disciplined and able to maintain confidentiality

PROFESSIONAL EXPIRIENCE

- ➢ **STEEL ALL MALE (From Jan 2017 To Till date)**
    - This company based TEXTILE manufacturing and Sales.
    - I am working as a "**ADMIN MANAGER**"
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- ➢ **KOTHARI AUTOMOBILES (From Oct 2011 To May 2014)**
    - This Company is based on CNG & LPG Gas Retro fitment Centre
    - I have been working as a "**ADMIN EXECUTIVE**"

- ➢ **MARUTI GROUP (Nov 2009 To Sept 2011)**
    - This is Construction based company. They work on Tender based contract.
    - I have been working as a "**Sales Co-ordinator & Admin Executive**"

- ➢ **CARGO MOTORS (July 2006 To Oct 2009)**
    - This company is Authorized Distributor of TATA Motors Ltd.
    - I have been working as a **Customer Relation Officer (Service Department)** Tata project

➢ **Ducon Consulting Engineers Pvt. Ltd (From Aug 2001 To Jun 2006)**
  - This is Engineering Company
  - I have been working as an "**Administrative Executive"**

➢ **B. Nanji Enterprises Ltd (From Feb 1998 To July 2001)**
  - This is Construction Company .
  - I have been working as a "Office Assistance & Computer Operator"

PERSONAL PROFILE

Full Name   : - Manisha Radha Krishna Kar
Date of Birth: :- 09-09-1974.
Languages Know   :- Gujarati, Hindi & English
Education Qualification :- B. Com
Computer Knowledge   :- Computer Course in (MS OFFICE), Tally ERP - 9, Gujarati Typing
Marital Status   :- Married