



# SAKSHI

# PRADHAN POSWAL

HUMAN RESOURCE MANAGEMENT



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Meerut

## ABOUT ME

An MBA professional having rich experience in Human Resource Management ,Administration, Marketing and sales .Expertise in Entire functions of HR and Admin Verticals. Experience in Manufacturing ,and Service Industry . Expert in framing HR Policy and change management. Skilled in managing teams to work in sync with the corporate set parameters and motivating them to achieving business, individual goals. A team leader with excellent communication, interpersonal, analytical & problem-solving skills. Expert in providing a range of HR services to the organization. Experience in handling General administration of the company. Assisting management to entire HR and Admin related matters

## EXPERIENCE

Opton Medicals , Meerut , Uttar Pardesh

Assistant Manager in Sales & Marketing (6 Months )

Opton Medical is a manufacturing company which deals in Physiotherapy equipments and other medical equipment.

Job Profile includes:

### SALES AND MARKETING

Managing entire sales and Marketing activities of the company. To increase the sales of the company through Digital Marketing like Facebook, Instagram, WhatsApp, India-mart, Flip cart, Amazon, and other ecommerce website . To Manage the website of the company and to Update products on their website. Some of the highlights of Job profile includes

- Sales through digital marketing
- Providing after sales services
- Identification of potential customers
- Client Handling and Client relationship Management
- Managing Discounts on Products
- Pricing Strategy
- Sales Contract
- Project Sales, Institutional Sales, B 2 B sales, B 2 C sales, Corporate sales Management

#### **HR AND ADMINISTRATION**

- Preparing the sales contract
- Making Quotations and Billing
- Payments of Bills and other Payments like AC , Electricity, Water etc.
- Maintaining the Sales Report
- Providing transportation facilities to staff
- Booking of Hotels , Train Tickets for staff
- receiving payments from Customers
- Preparing the expenses sheet
- Providing Accessories to Staff like Note Pads, Pens, Mobiles, SIM, etc.
- Maintaining the Attendance Register
- Purchase Management
- Taking Telephonic interviews
- Arranging Face to Face round
- Reference Check

**Achyutam International Private Limited, Noida , Uttar  
Paradesh**

**June 2019 to till Date**

**HR Recruiter**

Achyutam offer a wide array of financial advisory services viz. Fund Raising/ Debt Syndication, Management Audits, Corporate Advisory, Financial Re-Engineering, Merger & Acquisitions, Africa India Connect, Executive Search

**ROLES & RESPONSIBILITIES**

- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees
- Design and update job descriptions
- Source potential candidates from various online channels (e.g. social media and professional platforms like Naukri, LinkedIn, Indeed
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms

- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits

## E D U C A T I O N

Dewan Institute of Management Studies

2018-2020

MBA- HR & Marketing

Dewan Institute of Management Studies

BBA Bachelor of Business Administration

2015-2018

### PERSONAL DETAILS

Name – Sakshi Poswal

Home Town- Meerut

Fathers Name – Jaiveer singh

Marital status- Single

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Permanent Address- Anoup Nagar Fazalpur  
meerut

Notice period- 30 Days