



Vani Chadha

(Admin & Executive Assistant)

Work Experience (2005-till date) – India & UAE

I) November, 2022 till date**

Position- AVP- Admin. & HR

- Space Creators Heights • Gurugram (Industry-Real Estate)

Skills summary

- Overall administration of the facility & E.A. to the MD
- Cross domain talent acquisition in sales, marketing, tele-calling
- Training with helpful tools like ADDIE model
- Collect and analyze employee data
- Oversee employee orientation and training
- Help and resolve work related problems in the company
- Employee payroll & compensation, rewards & recognition

II) September, 2021 till November, 2022**

Position- GM- Admin.& HR

- Mahira Homes Pvt.Ltd. • Gurugram (Industry-Real Estate)

Skills summary

- Full Administration Incharge
- Maintain a productive work environment
- Take part in HR inductions for new joiners
- Collect and analyze employee data
- Oversee employee orientation and training
- Help and resolve work related problems in the company
- Cross domain talent acquisition and training with helpful tools
- Payroll, compliances, succession planning, administration
- Supporting role in construction, safety, purchase, liaisoning, etc



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Driving License- UAE &
India



III) **August 2020–July 2021

Position- Marketing GM

- Prokkon Construction Material Co. • Noida (Vendor firm for builders)

Skills summary

- Leading North Region sales Team
- Lead Generation
- Key accounts handling
- Managing client's relations and handling complaints

IV) **July 2019–November 2019

Position- Executive Assistant to Chairman

- 1 India Family Mart • Delhi (Industry- Multi supermarket)

Skills summary


- Time & calendar management
- Purchase meetings with vendors across categories
- Cross company communication
- First point of contact between management and vendors/employees
- Handling MD's Dashboard, email and other responsibilities

V) **August 2018–January 2019

Position- Mktng. Coordinator

- Realize Marketing Llc • UAE (Dubai) (Industry-Real Estate)

Skills summary

- Hiring, onboarding & training of new entrants
 - Document controller w.r.t PRO and permits
 - Management relations coordinator with key clients
 - Actively involved in marketing strategies
 - Field visits and exhibitions
 - Training of telecallers
 - Inventory of sales
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VI) **October 2015 - June 2017

Position- Coordinator/E.A. to MD

• Yum! Restaurants (P) Ltd {KFC} • Gurgaon (Industry- FMCG)

Skills summary

- Time management, calendar management of the MD
- Collecting & analyzing information
- Data analyzing, transmitting, formatting for global LT
- Act as the first contact between employees and management
- Working closely with the HR & Mrktng team

VII) **June 2005 – October 2015

Position- HR Manager

• M/s Kaveri Infrastructure Pvt Ltd • Delhi (Industry-Civil Engg.)

Skills summary

- HR, admin, payroll, talent acquisition and others
- Tender documents formatting and submission for various govt. agencies
- Supervising staff and performance evaluations
- Performing employee background checks and verifying information
- Controlling correspondences of Import/Export

Education- India

--GGSIPU, Delhi • MBA (2003-2005)

--DU, Delhi • BA (1999-2003)

--AISSCE • Apeejay School (1999 batch)

Communication

- A Post graduate professional with 18+ years of experience in cross-departmental employee relations, cross domain talent acquisition and offering administrative experience reporting to a M.D and other top executives.
- Consummate professional dedicated to making the lives of busy executives easier. Serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks.
- Proficient user of MS Office.

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