



**Ms.Jyoti V Narawade**  
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**Objective**

To excel through continuous learning and rise up in the organizational hierarchy by working diligently. To utilize my skills and abilities to the maximum and achieve professional growth by being resourceful, innovative and flexible to become a well-rounded professional.

**Work Experience**

Total 19+ years experience in HR-Admin & Customer Relationship Management.

**Duration: From July 2024 till date**

**Designation: Executive Assistant to CEO**

**Company: Jehangir Hospital, Pune**

**Job Profile:**

**Key Responsibilities:**

Working closely with Sr.Leadership team at 8 decade old trust hospital

- Act as the point of contact among leadership executives,employees, patients,patient relatives, trustee,clients and other external partners.
- Manage information flow in a timely and accurate manner.
- Manage executives calendars and set up meetings.
- Make travel and accommodation arrangements.
- Act as an office manager by keeping up with office supply inventory.
- Format information for internal and external communication memos, emails, presentations, reports.
- Conducting periodic reviews with respective HOD/ leaders.
- Take minutes during meetings.
- Producing reports and presentations
- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the office filing system.
- Consolidating updates from different business units. Keep track of key projects and report progress
- Maintain a tracker for list of key activities, prepare short reports end of every month and reorganise based on priorities set by the reporting manager/HOD

**Duration : From Sept 2023 till Jul 2024**

**Designation:i) HR Business Partner –Channel Business Group**

**ii)HR Business Partner -International Business (20+ Countries) from Apr'20-Aug'23**

**Company : Thermax Limited, Pune**

**Job Profile:**

Responsible for employee life cycle for International Team for more than 400 employees (expatriate & local) at global locations

**Key Responsibilities:**

Working closely with International Team for all HR activities for employees at global location

- Onboarding & Induction with Country team and technical team in India
- Successfully completed facilitation for more than 75 unique technical trainings across business to International team by coordination with various division
- Coordination for Parichay & team travel to India for various assignments
- Successfully designed and released the International Policy Manual for Site locations in Aug 2021
- Maintain various records –Leave cards ,Global Taxation ,insurance,Service milestone ,Rewards & recognition
- Have successfully designed Holiday list since last 2 years for more than 15 countries
- Timely Full & final settlements done for exit employees
- Facing internal HR audit
- Co-ordination for Data migration in THERMLive and Darwin Box
- International team Survey (EES) & follow-up for its FGD along with Team connects –Countrywise & site wise on ongoing basis

**Duration: From Dec 2018 till April 2020.**

**Designation: Executive Assistant to Executive –Vice President –Human Resource**

**Company: Thermax Limited, Pune**

**Job Profile:**

Worked as a shared resource to assist Executive –VP-HR in managing calendar, day to day meetings with internal team including MD office, travel related co-ordination & also assist with various HR assignments.

**Work Experience Summary**

Sr no	Duration From	Duration To	Organization	Designation	Job Role
1	Dec 2018	Apr 2020	Thermax Ltd	Executive Assistant to Exe.Vice President-HR	Secretarial and HR admin Job Responsibilities
2	Aug 2018	Dec 2018	Symbiosis Open Education Society, Pune	Executive Secretary to Pro-Chancellor	Secretarial Job Responsibilities
3	Sept 2017	Aug 2018	Kanbiosys Pvt Ltd,Pune	Executive Secretary to Chairperson & MD	Secretarial Job responsibilities
4	Dec 2016	May 2017	Vritti Solutions Pvt Ltd,Pune	HR Generalist & Admin	HR (with Payroll) & Admin assignments at Kothrud Head office
5	Apr 2015	Jul 2015	Sanika Chemicals ,Belapur , Navi Mumbai	HR & Admin Executive	HR & Admin assignments at Belapur Head Office
6	Aug 2007	Jul 2013	Bilcare Ltd ,Pune	HR & Admin Executive	HR & Admin assignments at Corporate Head Office

### Qualifications

- **PGDBM (HR & Personnel Mgmt.)** from Indsearch,Savitribai Phule University of Pune (2010-2012).
- **PGDIM (Insurance)** from **Symbiosis(SCDL)**,Pune (2009).
- **B.Sc(Bachelor of Science)** with specialization in **Mathematics** from **Pune University.** (2004)
- HSC from Maharashtra State board with **First class.**
- SSC from Maharashtra State board with **Distinction (Convent).**

### Other Certifications / Proficiency

- Nominated by CEO-Jehangir Hospital to participate for 03 day **Certificate programme** on **implementation of NABH 6th Edition Standards** for hospitals.
- Certified **HR-Payroll** specialist for **Sanika Chemicals(2015) & Vritti Solutions Ltd** (2016)
- Office management.
- Administrative support.
- Report writing.
- Diary management.
- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Ability to multi-task and manage conflicting demands with an assertive attitude.
- Open to feedback & target driven.

### Membership Of Association

- Currently associated with **Students' Welfare Association (NGO)** as **co-ordinator** for their Students' Development Centre & **Spoken English Workshops** for needy students since Jan2016.
- Been an active member of '**MCCIA -NIPM-ISTD HR Forum**' Panel discussion meetings conducted by MCCIA ,Pune.
- Successfully completed "**High Process Performance Teams (HPPT)**"conducted by TATA Business Solutions Ltd 2006.
- Successfully completed" Ambassador To The World "conducted by Citibank in April 2004.

### Extra-curricular Activities

- Wellness enthusiastic -"Maruti Devil Circuit' in Jan'23
- Organized sports events and represented the college.

### Personal Details

Name : Jyoti Vitthal Narawade.  
Date of Birth : 4<sup>th</sup> July 1982.  
Current Location : Model Colony, Pune-411016.  
Gender : Female.  
Nationality : Indian.  
Languages Known : English, Marathi, and Hindi.  
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