

Laleeta S. Kanojia

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Looking for a position that will cultivate my skills and provide me further opportunities to make greater contribution & set high standards of excellence and build up a successful career and to work in a globally competitive environment on challenging assignments that will allow me scope for upward development.

SYNOPSIS

- 9 month's experience in Adarsh Computer Institute as a Receptionist
 - 1 Year Experience In Maa Ashapura Developers as a Receptionist
 - 1. 5 Year experience with Rah legal knowledge process pvt ltd
 - 2 Years experience in Backer associates as a Receptionist cum hr Recruiter
 - Mecords India Pvt Ltd Dec 2023 To Till Date
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ORGANIZATIONAL EXPERIENCE

ORGANISATION : **ADARSH COMPUTER INSTITUTE (part time)**

DURATION : 10th July 2017 to 20th March 2018 (8am to 2pm)

DESIGNATION : **Receptionist**

JOB PROFILE : It provides end-to end all Computer Courses

- Transferring calls to the concerned Department.
- Courier Receiving and handover to owner of the company or to the Manager.
- Enquiries attending of students and explaining about Various courses.
- Payment reminders to students who fees is pending and Whatever fees was coming handover to the owner

ORGANISATION : **RAH Legal Knowledge Process PVT LTD**

DURATION : 26th march 2018 to 1st August 2019

DESIGNATION

: Computer Operator

: It provides end-to-end process management solutions for all types of IP requirements in business.

- CREATING DAILY SALES REPORT
 - CIF 1 ENTRY IN PMS SOFTWARE AND APPROVAL TAKING BY HO MEMBERS AND THAN MAKING CIF 2 ENTRY WITH ALL COMPLETE DETAILS
 - WAS SCANNING THE DOCUMENTS AND UPLOADING THE DOCUMENTS IN PMS SOFTWARE
 - MAKING QUOTATION OF SALES TEAM MEMBERS 5- SENDING TROM MAILS FROM PMS
 - PRINTING THE DOCUMENTS FOR DOCUMENTS SIGNATURE OF CLIENTS
 - WAS GIVING SEARCH REPORTS TO RESPECTIVE MEMBERS
 - ANY EMAILS COMING FROM CLIENT GIVING THE PRINT TO RESPECTIVE MEMBERS
 - COORDINATING WITH FIELD ASSISTANT IN SENIOR ABSENTISM
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ORGANISATION : **Backer Associates**

DURATION : **18 Sep 2019 to 22nd March (2020**
Joined 24th May : **Again**
DESIGNATION : **2022 to 2023**
Receptionist cum Hr Recruiter

JOB PROFILE: Handling calls of Reception area.

- Transferring calls to concern Department
- Courier handover to owner of the company or to the Manager.
- Emails data collection from Different websites of different countries and sending the Introduction Emails of the company to the different Emails.
- Passport handover to candidates and maintain In Excel sheet with date and name of concern person.
- Taking the complaints and queries on call and Informing to manager about queries and discussing with owner and solving the same query.on call and give update about the same to candidates with update given by sir or manager sir.
- Passport scanning and all other documents scanning and saving in file and emailing to the Owner.
- Daily Basis Report Sending to the owner of the work schedule done by me.
- Calling the candidates and updating about the interviews and also about the selection list.
- Searching the candidates from Naukri.com on particular vacancies and Handover to manager s

ORGANISATION : **MAA ASHAPURA DEVELOPERS**
DURATION : 30th Jan 2021 to 20th May 2022
DESIGNATION : **Receptionist and calling on data base on daily basis**

JOB PROFILE: Handling calls of Reception area.
Transferring calls to concern Department

- Courier handover to owner of the company or to the Manager
- Calling to clients on daily basis and sending project details to interested clients
- Calling cp also for data related
- Checking cleaning related parts
- Giving form to clients and taking on form feedback and maintaining

ORGANISATION : **MECORDS INDIA PVT LTD**
DURATION : 5th Dec 2023 to Till Date
DESIGNATION : **Receptionist**

JOB PROFILE: Handling calls of Reception area.
Transferring calls to concern Department
Dhl Courier Booking Online, Blue Dart Courier Booking,
Tirupati Courier, tarapur Courier Handling
Utility bills management, Mtnl Bills Handling, Cleaning Related part
handling
Co ordination with house keeping person related to cleaning,
Statements Work Management, Giving Complaint related to Ac, Pc, camera,
Internet complaints

EDUCATIONAL DETAILS

ACADEMIC REPORT:

H.S.C. (Commerce) : 46.83% : Maharashtra State Board.
S.S.C. : 47% : Maharashtra State Board.
T.Y.Bcom Passed From Mumbai University

EXTRA STUDY : M.S. Office, Tally 9, and Internet Literate, ability to learn necessary new skills on the job. Basic Excel, Typing

PERSONAL DETAILS

DATE OF BIRTH : 01/09/1993
MARITAL STATUS : Single
NATIONALITY : Indian
LANGUAGES KNOWN : English, Hindi, and Marathi
HOBBIES : Build a relationship of trust, understanding & cooperation, Reading, Travelling and Browsing on the Internet.

DECLARATION

I hereby declare that above furnished data is corrected to the best of my knowledge.

Yours Sincerely,

Laleeta S. Kanojia

