

Mrs. Minal Mande

Kondapur, Hyderabad.

Email: minal.mande@gmail.com

Mobile: +91-98332 16486

PROFILE SUMMARY

A result-oriented professional with **more than 11+ years** of experience in progressive experience in varied roles within India markets. Seeking an interesting position in an industry to utilize my knowledge, experience and skills where I can apply my expertise and contribute to a company's strategic growth and success.

KEY SKILLS & INTEREST

- Well acquainted with startup culture, challenges, roadmap, and strategy.
- Recruitment and HR acquaintance – hiring, interview, job posting.
- Strong with quantitative and qualitative problem solving, as well as prioritization.
- Proficient with MS Office Suite, including intermediate knowledge of Excel – Pivot table, V-look-up, H-look-up, CSV files (advance Excel).
- Hobbies – Listening Music, Dance, Cooking.

ACADEMIC & TECHNICAL CREDENTIALS

- Cleared **Diploma in Computer Hardware Maintenance and Networking** from Y.C.M.O.U. with **First Grade**.
- Cleared **N.C.T.V.T in Electronics (Mechanical)** with **First Grade**.
- Cleared **Radio & TV (Mechanical)** Exams from **I.T.I. Dadar with Distinction**, equivalent to (10+2)
- Cleared **S.S.C. with 2nd Grade** from Maharashtra State Board.

PROFESSIONAL EXPERIENCE:

Testtex India Laboratories Pvt. Ltd., Mumbai, March 2020 – May 2024

Role – Head of Administration

- Managing clerical and other administrative staff.
- Management of office equipment and organizing, arranging and coordinating meetings.
- Handling external or internal communication or management systems.
- Work with suppliers, manufacturers and internal departments.
- Maintain a database of approved suppliers.
- Build and maintain relationships with suppliers and vendors.
- Negotiate lower pricing.
- Seeking reliable vendors or suppliers to provide quality goods at reasonable prices.
- Reviewing technical specifications for raw materials, components, equipment or buildings.
- Establishing order quantities.

**Trade Facilities Management India Pvt. Ltd (Kamala Group), Mumbai August 2019
- February 2020**

Role - Head of Administration

- Reviewed corporate compliance activities, ensuring all business matters and transactions are managed and implemented as directed by senior management.
- Supervising day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Monitors and procures needed supplies for office, reception, mailroom, and kitchen.
- Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards.
- Manages the maintenance and repair of machinery, equipment, and electrical and mechanical systems.

Ananta Resource Management Pvt. LTD. - Goregaon, June 2017- July 2019

Role - HR coordinator & Administer

- Advertise job posting on official and digital media and find qualified candidates.
 - Perform background check on candidates and verify employment eligibility.
 - Schedule interview and collect necessary documents from selected candidates.
 - Assist HR management in developing and implementing strategies.
 - Managed hiring, training of employees, negotiate salary of candidates and provide HR policy guidance.
 - Perform payroll, time keeping duties and ad-hoc presentations/other reports preparation.
- Worked with **Shree Bhavani Caterers (Father Agnel Canteen)** from **May 2010 to November 2014** as a **Counter Cashier & Administer**.
- Worked with **Birla Home Finance Ltd** from **April 2004 to June 2005** as a **Business Development Officer**.
- Worked with **H.S.B.C.** from **January 2004 to April 2004** as a **Telemarketing Executive**.
- Worked with **MIDCO Ltd.** from **January 2003 to November 2003** as a **Trainee Technician in Testing & Production**.
- Worked with **Mitsuba System** from **December 2001 to December 2002** as a **Production**.
- Worked with **Shelian System Pvt. Ltd. (Security Alarm System)** from **November 1998 to November 2001** as **Electronics Technician in Testing and Production Department**.

References available on request.