

Anita Purohit

QUALIFICATION:

S. No.	Degree	Institute	Subjects	Year	Per.
1.	M.Sc.	Barkatullah University, Bhopal	Mathematics	1990	58%
2.	B.Ed.	Devi Ahilya Vishvavidhalaya, Indore	All compulsory subjects with Computer and Library Management	1991	82%
3.	PGDCA	Makhanlal Chaturvedi University, Bhopal	Windows, MS-Office, C++, Project in VB on "School Management System"	2002	58%
4.	MBA-HR	Dr. C.V. Raman University	HR-Major, IT-Minor	2016	70%

OTHER CERTIFICATES:

5.	Diploma in Information and System Management	Aptech, Indore	DOS, Lotus, D,base Foxpro and Project in COBOL on "Library Management System"	1994	64%
6.	Diploma in Computer Programming and Application	National Centre for Information Technology U.K.	Conducted by Aptech, Indore	1994	63.6%
7.	Certificate in Tally	Rishabh Academy	Six week course	2011	A+

WORK EXPERIENCE

- Presently working as a freelancer (Hindi Translator and voice recording). Active member of online freelancing websites upwork.com and translationdirectory.com.
- Have worked with **Action for Social Advancement (ASA)**, Bhopal (It is an NGO) Since May, 2009- July, 2021 as Senior Executive– Admin/HR reporting to Programme Director – HR.

Job Responsibilities:

HR Functions: Recruitment of staff for vacant positions through consultants and recruitment websites. Shot listing of CVs, scheduling interviews. Sending offers to selected candidates, completion of joining and reliving formalities of staff. Maintaining personal files of staff, record keeping of staff for their contract renewal, transfer, performance appraisal for promotion/increment. Checking of attendance and salary preparation through Relon Saral paypack. Induction training of new joinees. Handling of Asset, HR and saral paypack Softwares.

Admin Functions: Filing System, Dealing with various vendors for AMCs, Member of Purchase committee and Internal Complaint Committee, Managing Purchase process, office stationery and printing, compliance check of field offices, arrangement of meetings and conference. Verification of bills, preparation of monthly online magazine of ASA, Maintaining library, purchasing of books for library and issue accession and classification number, Handling 3 drivers, 5 support staff and 3 assistants.

- Have worked with **Surewin Quality Certification Pvt. Ltd.**, Bhopal (It is an ISO certification body) from Mar,2008 to May,2009 (14 months) as Secretary cum Office Administrator reporting to Managing Director

Job Responsibilities:

Total office administration, independently handle correspondence, handling of files, MIS preparation, ISO Documentation, Preparation of Power Point Presentations, Translation and English and Hindi typing, maintenance of computer and peripherals, Keeping salary record of staff, handling of bank and client's accounts.

- Have worked with **United Nations World Food Programme, Bhopal** (It is an United Nation's Organisation) from May, 2005 to Feb, 2008 (Approx 3 years) as a Front Office Executive cum Office Assistant Reporting to HR/Finance Assistant.

Job Responsibilities:

Assist in office administration, Computer operations, Translation and English and Hindi typing, Handling of files, MIS preparation, Travel arrangements, Assist in tendering process, Petty purchases, cross checking of bills, maintaining record of library, Bank work etc. Front office activities, record keeping of mails and STD calls, vehicle arrangements for local travel etc

- Have worked with Surewin Quality Certification Pvt. Ltd., Bhopal (It is an ISO certification company) from May, 2002 to Apr, 2005(3 years) as a Computer Operator cum Office Administrator Reporting to MD.

Job Responsibilities:

Total office administrations, handling of files, MIS preparation, ISO Documentation, Translation, independently handle correspondence, maintenance of computer and peripherals.

- Have worked with Buddhidhan Investment Ltd., Indore from Jun, 1996 to Jun, 1997 (1 year) as a Jr. Programmer Reporting to Director.

Job Responsibilities:

Office administration and Computer programming related to share trading/clients etc.

- Have worked with IRCON International Ltd., Indore from Jan, 1996 to May, 1996 (5 months) as a Computer Operator Reporting to Project Incharge.

Job Responsibilities:

Total office administration and Computer Operations.

- Have worked with All India Women,s Conference, Indore (Computer Training Centre) from Nov,1994 to Nov, 1995 (1 year) as a Jr. faculty Reporting to President AIWC.

Job Responsibilities:

To prepare students for DEOACC ,O, Level examination and look after computer lab.

- Vidisha Bhopal Kshetriya Gramin Bank, Bhopal in 1988 around one year as a Clerk/Cashier Reporting to Br. Manager.

Job Responsibilities:

To look after all clerical work and dealing with cash.

PERSONAL DETAILS

NAME	: Anita Purohit
E-MAIL	: anita85.purohit@yahoo.co.in, anita.d.purohit@gmail.com
QUALIFICATION	: M.Sc., B.Ed., PGDCA, MBA-HR, Certificate in Tally
TOTAL EXPERIENCE	: 24 years
HOBBIES/INTERESTS	: Reading
SKILLS	: MS-Office, Internet, Outlook, Letter Drafting, Able to translate and type in English and Hindi.
QUALITIES	: Believe in team work, cheerful person

Date: 27th July, 2022

(ANITA PUROHIT)