

Kritika Dobhal

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| Jaipur, Rajasthan

WORK EXPERIENCE

HOME GURU VENTURES LLP

HR & ADMIN | 2019 – Present

- Review and optimize office policies and procedures particularly documentation and filing system.
- Interview the job applicants and Provide an offer letter to the selected candidates.
- Negotiate over salary with the candidates.
- Brief the new hires about the company's policies and procedures.
- Resolve conflicts among employees.
- Supporting bookkeeping and payroll activities as needed.
- Maintaining employee data and kept updated accounts of all employment records.
- Keep abreast with all organizational changes and business developments.

GENPACT

Process Developer | 2015 - 2017

- Securitization Reporting for Capital Market Group.
- Publish Quarterly Dashboard on key Metrics like Productivity and accuracy with detailed Commentary
- Activity Involved in the Month & Quarter Closing Activities like Close Manual Entries, Balance Check & off Color
- Variance Explanation commentary of Financial Statement at the business level.

Process Associate | 2012 - 2015

- Providing Delivery on agreed Service Level Agreements (SLAs)/Performance Metrics as per the SOW.
- Expense Analysis and Reporting
- Vendor Reconciliations

PROFESSIONAL SUMMARY

A versatile and analytic individual with a practical hands-on approach, aimed at achieving results to benefit the company in terms of high revenues and increased customer base. Excellent presentation skills and a strong ability to quickly establish rapport with people from diverse backgrounds.

SKILLS & PROFICIENCIES

- Administrative writing and reporting skills
- Office Administration
- Suite Budgeting
- Project management
- Scheduling and planning
- Decision-making
- Effective Communication
- Process Improvement & Feedbacks
- Ability to work in a team-oriented, continuous improvement and customer-centric environment.

TOOLS

- ABS
- Oracle
- Navigator(Invoice Processing)

EDUCATIONAL BACKGROUND

Master's in Business Administration (FINANCE)
Sikkim Manipal University, Jaipur - 2013-2015

Bachelors of Commerce (B.Com)

Kumaun University - 2009-2012

ACTIVITIES

- Part of Organizing Committee (OC) Team in Genpact.
- HR Synergist
- Highly Involved in CSR Activities.
- Actively Participated in National Service Scheme (2009-2012).
- Participated in different cultural programs at school and College level.

ACCOMPLISHMENTS

- 3 Bronze Award for Best Performance.
 - 3 Gold Award For Team Performance .
 - LEAN Trained, Tested and Certified
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INTEREST

- Photography
- Travelling
- Gardening
- Volunteering for Animal Welfare and Other Social Welfare Programs.