



Aarthi Agarwal

Admin & HR Executive

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Technical Skills

MS OFFICE

Word, Excel

Tally

Basic Knowledge

Internet & Email Communications

EPABX & Biometric Attendance Systems

CORE COMPETENCIES

• Human Resource Management

• Office Administration

• Recruitment & Onboarding

• Payroll & PF Management

• Employee Relations & Engagement

• Travel & Visa Coordination

• Attendance & Leave Management

• Vendor & Asset Management

• Documentation & Reporting

• MS Office, Tally & EPABX Systems

Languages

English

Hindi

Telugu

Result-driven Administrative and Human Resources professional with over 15 years of progressive experience in office administration, HR operations, recruitment, payroll processing, and employee engagement. Proficient in managing multiple administrative duties and human capital functions to support business operations effectively. Strong ability to improve processes, coordinate cross-functional teams, and contribute to organizational development.

Experience

Om Shiv Shakti Iron Industries Pvt. Ltd. (Mar 2020 – Mar 2025)
Admin & HR Executive

• Executed end-to-end recruitment and onboarding processes, ensuring timely placement of quality candidates.

• Managed employee records, PF documentation, attendance tracking through biometric systems.

• Prepared and processed payroll, leaves, appraisals, and coordinated with finance for timely disbursements.

• Planned and executed domestic and international travel arrangements, including visa documentation (UK, USA).

• Maintained inventory of office supplies, stationary, and handled vendor negotiations and procurement.

• Organized HR events, birthday/anniversary greetings, and supported internal communication for better morale.

INIFD, Hyderabad (Jun 2018 – Nov 2019)
Admin & HR Executive

• Led day-to-day administration and HR activities for institute operations.

• Scheduled interviews, handled joining formalities, and maintained HR MIS reports.

• Interacted with staff and management to resolve queries related to attendance, leave, and payroll.

IVRCL, Hyderabad (Sep 2015 – May 2018)
Front Office Executive cum HR Assistant

• Supported HR team in maintaining employee records, coordinating meetings, and document filing.

• Managed reception operations, phone handling, visitor coordination, and mail communication.

AppShark Software Pvt. Ltd (Mar 2014 – Sep 2015)
Front Office Executive

• Handled day-to-day front desk responsibilities including call management and visitor logs.

• Supported admin department in tracking office supplies and courier services.

Techno Brain (India) Pvt. Ltd. (Dec 2011 – Mar 2014)

• Monitored office inventory and arranged travel logistics for staff.

Prepared reports and managed courier logs and communication

LGS Global Ltd (Sep 2009 – Nov 2011)

• Maintained front desk operations and handled EPABX system.

Ensured all administrative supplies and stock records were updated

Yajnas Infratec Pvt. Ltd. (Jan 2005 – Jan 2009)

• Managed executive schedules and meeting coordination.

• Handled correspondence and internal communication on behalf of MD.

MPM Group, Hyderabad (Jun 1998 – Feb 2003)

• Held multiple roles including cashier and secretary to directors.

• Provided front office support and assisted in hotel operations and client service.

Education

Osmania University • Bachelor of Commerce (B.Com), Hyderabad

Indira Gandhi Junior College Intermediate (CEC)
Secunderabad

Durga Bhavani High School, SSC (10th Class)
Hyderabad