

Varsha Rani

Sahara Tower -3 , Sharjah Nahda

Contact No.: - +971522196265, +971566996264

Email id: -ranivarsha701@gmail.com, wrote2vishnu@gmail.com



Objective: -

Be a part and organization where one is judged by my caliber and capabilities.

Educational Qualification: -

- ❖ Secondary from RBSE Board, Ajmer. (2007)
- ❖ Sr. Secondary from RBSE Board, Ajmer. (2009)
- ❖ BBA from Rajasthan University. (2009-2012)
- ❖ MBA (Finance & Marketing) from Rajasthan Technical University, Kota. (2012-2014)

Personal Qualification; -

- ❖ Basic Knowledge of Computer (Ms. Word, Excel, Power Point, Outlook)
- ❖ Plonet Software, Smart cat Software

Professional Experience: -

Currently working in Aadira Fashion as a HR Manager from December 2020 to Nov. 2023.

Job Responsibilities

- Organize and schedule meetings and appointments
- Recruiting New Employees
- Produce and distribute correspondence memos, letters, faxes and forms
- Preparation of regularly scheduled reports
- Maintaining Policies and HR Records
- Handling Employee Concerns
- Set objectives for the HR team and track progress
- Design and implement company policies that promote a healthy work environment
- Develop compensation and benefits plans
- Support and suggest improvements to the entire recruitment process
- Discuss employees' career development paths with managers
- Review departmental budgets
- Organize learning and development programs
- Ensure HR staff addresses employees' requests and grievances in a timely manner
- Maintain HR procedures that comply with labor regulations
- Provide general support to visitors
- Research and creates presentations
- Handle multiple projects
- Prepare and monitor invoices

1 year 10 Month Experience in Anas Biswas Investment L.L.C.(Dubai) as a HR Assistant cum Administration from January 2019 to Oct 2020.



Job Responsibilities

- Organize and schedule meetings and appointments.
- Recruiting New Employees
- Produce and distribute correspondence memos, letters, faxes and forms
- Preparation of regularly scheduled reports
- Maintaining Policies and HR Records
- Handling Employee Concerns
- Set objectives for the HR team and track progress
- Design and implement company policies that promote a healthy work environment
- Develop compensation and benefits plans
- Support and suggest improvements to the entire recruitment process
- Discuss employees' career development paths with managers
- Review departmental budgets.
- Organize learning and development programs
- Ensure HR staff addresses employees' requests and grievances in a timely manner
- Maintain HR procedures that comply with labor regulations.
- Provide general support to visitors
- Research and creates presentations.
- Handle multiple projects
- Prepare and monitor invoices

Project Manager - 3 Month worked experience for AGATO translation company (Dubai) from February 2019 to March 2019 (Temporary Role Job).



Job Responsibilities

- Answering enquiries through emails and call
- Make the quotation and send it to the clients.
- Plan and implement projects.
- Define tasks and required resources.
- Collect and manage project team.
- Allocate project resources.
- Create schedule and project timeline.
- Track deliverables
- Support and direct team
- Lead quality assurance
- Monitor and report on project progress.

2 Year experience as a Sales Manager for Shivam export, Rajasthan (India). (2017-2019)

Duties and Responsibilities

- Buy the leads form online portal (India Mart)
- Present to stakeholders reports on progress as well as problems and solutions.
- Implement and manage change when necessary to meet project outputs.



- Contact potential or existing customer to inform them about a
- Product services/ prices.

1 Year experience as a tele sales (customer service representative) for Airtel company.(2016-2017) Rajasthan, India.



- Contact potential or existing customers to inform them about new planes and service.
- Answer questions about products or the company.
- Enter and update customer information in the database.

6 Months experience as a Marketing Executives for ICICI PRUDENTIAL LIFE - INSURANCE (2013-2014) Rajasthan, India.



Contacting potential clients and creating reports by networking, cold calling, using referrals etc.

- Visiting clients (when required). Assisting seniors when they are dealing with new clients.

Hobbies: -

- ❖ Listening music.
- ❖ Watching Movies.

Personal Summary: -

Husband Name	:	Mr. Vishnu Kumar Saini
Date of Birth	:	25 th June 1992
Marital status	:	Married
Religion	:	Hindu
Gender	:	Female
Nationality	:	Indian
Passport No.	:	R7422918
Language	:	Hindi & English

Declaration: -

I do hereby declare to best of my knowledge that all the above-mentioned information is true & correct.

Place: - Jaipur

Date: -

(Varsha Rani)