

# Roshita Boodeny

(HR related experience)

Contact and websites.

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## ABOUT

A detailed-oriented team player with strong organizational Skills. Fluent in French, English and Hindi Conversational. An individual from Mauritius. I am capable to handle multiple projects Simultaneously with accuracy. Willingness to take on added responsibilities for company success and meet team goals. A life-long learner spirited individual with a can-do mindset, take initiatives and meet deadline as per requirement.

## EXPERIENCE

*Human Resources Related Experience.*

### Sargent Solutions Inc – Bilingual Donor Relations Administrator London ON 06/2024-06/2025

- Provided day-to-day administrative support including scheduling meetings, creating office documents, handling emails, and maintaining digital and physical filing systems
- Using Blackbaud to record, batch, update donor records to their preferences – to provide insight about donor behavior, trends, and effectiveness of campaign.
- Processed and keep track of donations using MS Word and mail merging tools and coding to generate high volume of Tax Receipts and e-receipting while reducing processing time and administration cost with accurate details.
- Help in searching. interviewing in French for potential candidates and help onboarding new hires with training and created SOP's to help them succeed.

### Dominion Automobile Association (DAA) - Bilingual Consumer Solutions Specialist London, ON • 09/2023 - 06/2024

- Utilized strong bilingual communication skills to successfully assist customers and handle difficult customer situations.
- Acted as a third-party collecting information from customers by actively listening to requests and proceeding with searching with towing companies and if not providing them with personalized solutions, fostering customer loyalty.
- I consistently exceeded performance targets, achieving a high customer satisfaction rating of 95% during my tenur

## PROFESSIONAL SUMMARY

Business Human Resource Diploma with other HR experiences. Through the business human resource course and administrative assistant at TACT Solutions, I gained the experience of recruiting, creating HR related documents, creates and facilitates smooth onboarding process, fostering employee relations, customer service and general administrative support.

### Language:

- Mauritian Creole (French Based) - Mother tongue
- English – Fluent
- French – Fluent
- Hindi – Basic

### Training & Education:

#### Training:

Blackbaud Certificate and Luminate Online software

#### Education:

Fanshawe College  
London, ON, Canada

**Diploma:** Business Human Resource  
Relevant Coursework

Accounting, Marketing, computer applications, labour relations, compensation benefits, recruitment and training, Confilct Management.

**Fanshawe College – Human Resource mentorship**

*London, ON 08/2023-03/2024*

- Assisted in recruitment, employee onboarding, and HR policy implementation to ensure efficient talent acquisition and professional employee development – help employees’ retention, motivation and satisfaction.
- Collaborate with experienced HR professionals to develop strategies for employee engagement and retention.
- Creating job descriptions as per requirements, analyzing resumes and interviewing marketing students to make the hiring decision among candidates.

**TACT Solutions- Administrative Assistant and Recruiter**

*Vacoas •Mauritius 03/2021 - 05/2022*

- Creating effective schedules and assigned task according to number of staffs – to satisfy coverage and service expectations.
- Handled daily data entry and maintained accurate records for production and attendance logs.
- Through market research, I identified trends and opportunities, helping the company stand out from competitors and promote business growth.
- Managed and organized filing system, to ensure easy document retrieval.

**Highbrow Consultancy LTD – Assistant Trainer – HRDC**

*Vacoas •Mauritius 03/2021 - 05/2022*

- Created comprehensive training plans based on organizational goals to help workforce development, soft skills, workplace readiness, and HR best practices.
- Through effective coaching and mentorship, I facilitated professional development opportunities and promoted a culture of accountability and high performance within the employees.
- Conducted per-and post training assessments to evaluate learning outcomes and improve future session

**NATURE NAPPY (Online) - OWNER OF SMALL BUSINESS**

*02/2017 - 03/2020*

- I used strategic thinking to create and execute business plans, growing the company's market presence.

Cambridge International General Certificate

A-level

Full Day Secondary School

**Curepipe, Mauritius-**

**Certificate:** Higher School Certificate

Relevant Coursework

Business Studies, Travel & Tourism, Sociology, General paper, Hindi

O-level

Belle Rose Secondary School

**Belle Rose, Mauritius**

**Certificate:** Cambridge International General Certificate

Relevant Coursework

French, English, Mathematics, Hindi, Business Studies, Principle Of Accounts, French Literature.

**SKILLS:**

- Strong communication skills
- Fluent Bilingualism (English & French)
- Ms office proficiency
- Team Collaborations
- Time Management
- Problem Solving
- Leadership skills
- Multi-Tasking
- Human Resource
- Onboarding skills
- Negotiating skills
- Data collection
- Customer Relationship management
- Administrative Support
- Merge Tools
- HRDC Training