



RUCHIRA NIKALJE-JADHAV

Dahisar, Mumbai |meet.ruchi29@gmail.com |linkedin.com/in/ruchira-nikalje-73b417222

A dedicated and result-oriented HR Executive with 4 years of proven experience in managing core HR functions including recruitment, on boarding , payroll, employee engagement, performance management, and compliance. Skilled in handling end-to-end HR operations, ensuring smooth coordination between departments, and aligning HR initiatives with organizational goals.

KEY RESPONSIBILITIES:

- ❖ **Talent Acquisition & Interview Coordination:**
Sourcing, screening, and short listing candidates; scheduling and coordinating interviews with department heads.
- ❖ **Employee On boarding & Orientation**
Conducting induction programs and ensuring smooth on boarding of new hires with necessary documentation and training.
- ❖ **Payroll Processing & Salary Structuring**
Managing monthly payroll, structuring CTCs, handling deductions, and coordinating with finance for disbursement.
- ❖ **Attendance, Leave & HRMS Management**
Monitoring attendance and leave records, resolving discrepancies, and maintaining data on HRMS systems.
- ❖ **PF, ESIC, Gratuity & Labor Law Compliance**
Ensuring statutory compliance related to Provident Fund, ESIC, Gratuity, and labor laws as per government regulations.
- ❖ **Performance Appraisal Process (PMS)**
Assisting in implementing and managing performance management systems, appraisal cycles, and feedback mechanisms.
- ❖ **Employee Engagement & Grievance Handling**
Planning engagement activities and resolving employee grievances with empathy and professionalism.
- ❖ **Exit Process & Final Settlement**
Managing resignation formalities, conducting exit interviews, and processing full & final settlements.
- ❖ **HR Documentation & MIS Reporting**
Maintaining accurate employee records and generating timely HR reports for management analysis.

EXPERIENCE:

- I. Company Name:- Bigwin Buildsys Coated Pvt. Ltd
Duration:- Mar 2025 - Present
Location:- Borivali West
Designation:- HR Executive
Reason For Leaving:-Better Opportunity

2. Company Name:- Orchids International School, (Educational Industry)
Duration:- Apr 2024 – Oct 2024
Location:- Malad East
Designation:- Executive Assistant – HR Operations
Reason For Leaving:-Organizational Restructuring-Designation dissolved asked to work as PRM.
3. Company Name:- Modi Motors – Arnav Motors Pvt. Ltd (Mahindra) (Automobile Industry)
Duration:- Jun 2023- Apr 2024
Location:- Thane, Wagle Estate
Designation:- HR Executive – Location HR
Reason For Leaving:-Travelling Issue,
4. Company Name:- Aaryans World School (Educational Industry)
Duration:- Oct 2021- Mar 2023
Location:- Pune
Designation:- HR Executive
Reason For Leaving:-Relocation to Mumbai.
5. Company Name:- Just dial Pvt. Ltd. (Marketing)
Duration:- Jan 2019- Aug 2021
Location:- Pune
Designation:- Sales Executive
Reason For Leaving:-For Higher Studies

TECHNICAL SKILLS:

- ❖ Email & Report Writing Google Workspace / MS Office Suite
- ❖ Strong Communication & Interpersonal Skills
- ❖ Team Coordination & Relationship Management
- ❖ Time Management & Multitasking
- ❖ Problem Solving & Decision Making
- ❖ Adaptability & Confidentiality
- ❖ Proficient in MS Excel (VLOOKUP, Pivot Tables, MIS Reports)
- ❖ Familiar with HRMS / Payroll Software (GreytHR, HR Mantra, Konvert HR, etc.)

ACHIEVEMENTS & REWARDS:

Completed Internship Program for master's Degree at Aaryans World School – HR Intern (Oct 2023-Dec 2023)

EDUCATION:

MBA in Human Resources in 2023

Bachelors of Engineering In Electronics & Telecommunications in 2020

Diploma In Engineering (E& TC) in 2015

HSC – Maharashtra State Board- 2012

SSC– Maharashtra State Board- 2010

PERSONAL INFORMATION:

- ❖ Name:– Ms. Ruchira Rajesh Nikalje
- ❖ Address:- A-I, Haridarshan, Near Matruchhaya School, Chatrapati Shivaji Maharaj Road No-2,Anand Nagar,
Dahisar East Mumbai,400060.
- ❖ DOB:- 29-05-1995
- ❖ Sex:- Female
- ❖ Marital Status:- Married
- ❖ Spouse Name:- Mr. Akshay Jadhav

DECLARATION:

I hereby declare that all the information mentioned above are the true and correct to best of my belief.

RUCHIRA R NIKALJE