

LAKSHMI AJAY GHOSH

HR ADMINISTRATOR

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Summary:

I specialize in Human Resource Management (HR) as well as Marketing Management for employee engagement, recruitment, payroll management, and policy implementation, ensuring a smooth and productive work environment. With a strong understanding of organizational needs, I handle compliance, employee relations, and performance management while fostering a positive company culture. My goal is to create an efficient HR system that support both employees and business objectives.

Work Experience:

Curiosity Automation Pvt. Ltd.

Dec.2024-Nov.2025

MIDC Baramati, Maharashtra

Human Resources Administrator (HR Administrator)

- Curiosity Automation Pvt. Ltd. Is a software development company. Ghadage Academy is under in this company. I will handle both company's department.
- Managed employee attendance and updated records on a daily basis. Coordinated with teams to verify overtime, leave, and shift details.
- Assisted in monthly salary calculation and payroll processing. Ensured accuracy of attendance and salary-related documentation.
- Developed and implemented HR policies, SOP's and procedures to ensure compliance with employment laws and regulations.
- Managed employee relations and resolved conflicts professionally and effectively.
- Developed and maintained employee databases and records. Administered and managed payroll processes.
- Provided guidance to managers on HR related issues. Maintained a confidential and secure HR environment.
- Demonstrated strong organizational, communication, and interpersonal skills.
- Developed and delivered HR training programs to enhance employee skills.

GSINFOTECHIVS Pvt. Ltd.

Nov.2023-Nov.2024

MIDC Baramati, Maharashtra

Human Resources Recruiter (HR Recruiter)

- Assisted GSINFOTECHIVS Pvt. Ltd. in managing labour supply, coordinating workers, and supporting daily manpower operations. Provided labour manpower for clients like Bilt Graphic Paper Products Ltd, JCB, Piaggio, and Vespa etc. Co-ordinated workforce deployment and daily labour support.

- Handled EPFO portal tasks- employee registration, KYC update, PF contribution checking.
- Handled ESIC portal tasks- employee registration, IP details, and monthly contribution updates.
- Used recruitment portals-Naukri.com, Indeed, Monster India, LinkedIn, Apna, Shine.com, Job Hai, Found it, HireMee etc. for sourcing and shortlisting candidates. I will also hire Blue Collar & White-Collar employees. Recruited and hired over 50 qualified professionals for various roles within the organization.
- Collaborated with legal counsel to ensure compliance with discrimination and equal opportunity laws. Participated in continuous learning and development to enhance my knowledge and skills as a recruiter.
- Developed and implemented a performance management system for recruitment team members.
- Coordinated with other HR functions, such as employee relations and benefits, to ensure a seamless candidate experience. Provided guidance and support to employees on career development and job search strategies.
- Represented the organization at job fairs and career events to promote open positions and the company's employer brand.

KAD Deshmukh Business Group.

Mar.2023-Sep.2023

Kasba, Phaltan Road Baramati, Maharashtra

HR Admin & Digital Marketing

- I have worked as an HR Admin & Digital Marketing professional at KAD Deshmukh Business Group.
- My role involved managing HR functions like recruitment, employee relations, payroll, and policy implementation.
- Alongside this, I handled digital marketing activities, including social media management, content creation, branding, and online promotions.
- This experience allowed me to develop skills in both HR operations and digital marketing, contributing to the company's growth and employee engagement.
- Managed paid advertising campaigns across Google AdWords, Facebook Ads, and other platforms to generate targeted leads and drive sales.
- Monitored social media platforms to engage with customers, respond to inquiries, and manage brand reputation.
- Managed a team of marketing professionals, providing guidance and support to ensure effective execution of marketing strategies.

Ocean One Pvt. Ltd.

Sep.2022-Dec.2022

DP Road, Pune, Maharashtra

Junior HR Recruiter (Internship)

- I have completed a Junior HR Recruiter Internship at Ocean One Private Limited, where I gained hands-on experience in HR operations.
- My responsibilities included assisting with recruitment, employee onboarding, maintaining HR records, and supporting payroll processing.

- Used recruitment portals-Naukri.com, Indeed, Monster India, LinkedIn, Apna, Shine.com, etc. for sourcing and shortlisting candidates.
- This internship helped me develop a strong foundation in human resource management and administrative tasks, enhancing my skills in workplace coordination and compliance.
- Appoint department heads or managers and assign or delegate responsibilities to them.
- Implement corrective action plans to solve organizational or departmental problems.

Talengkatta.com (remote Working)

Baramati, Maharashtra

Digital Marketing (Internship)

- I have completed a Digital Marketing Internship at Talengkatta.com, My project name is "Digital Marketing-Talengkatta.com The New Face of Marketing Communication".
- where I gained practical experience in online marketing strategies.
- Passion for using digital marketing to drive business results.
- Excellent problem-solving and critical thinking abilities.
- Ability to work independently and as part of a team.
- Managed social media accounts, responding to customer inquiries and fostering positive brand sentiment.
- Collaborated with design and development teams to ensure seamless integration of digital marketing initiatives into websites and mobile applications.

Education:

- **MBA - Marketing Management and Human Resource Management.**
SPIMR College, Someshwar Nagar, Baramati, Maharashtra. **2021-2023**
Savitribai Phule Pune University. (Percentage: 68.16%)
- **B. Com - Marketing and Management.**
T.C. College, Baramati, Maharashtra. **2017-2020**
Savitribai Phule Pune University. (Percentage: 58.00%)
- **HSC – Marketing and Management.**
T.C. College, Baramati, Maharashtra. **2015-2017**
Savitribai Phule Pune University. (Percentage: 70.71%)

Computer Proficiency:

- Course: MSA-Master in Software Application.
(MS-CIT, Tally ERP.9, GST, DTP)
- Advance Excel & Digital Marketing.
- Typing Speed: Marathi Typing 30, English Typing 30.

Certification:

- Completed BFSI course in ICT Academy Chennai.
- Completed MSA in Unigoal Institute Pune.
- Completed Summer Internship Program (SIP) in Human Resource (HR) From Ocean one Pvt. Ltd Pune.
- Completed Summer Internship Program (SIP) in Digital Marketing from Talentkatta.com Baramati.
- Completed Advance Excel Course in Bright Path Computer Centre.
- Appear Online Digital Marketing course in Avodha.com.

Skills:

- Good communication and good listener.
- Leadership and team building.
- Decision making, having good planning & problem-solving skill.
- Self-Motivation, Self-Confidence & ability to grasp things quickly.

Personal Details:

- Date of Birth : 18 November,1999
- Languages Known : Marathi, Hindi, English & Malayalam.
- Gender : Female
- Marital Status : Unmarried.
- Age : 27

Declaration:

I hereby declare that above information is correct to the best of my knowledge and belief.

Place:

Date:

**Yours Faithfully,
(Lakshmi Ajay Ghosh)**