

## **Jaishri R. Gujar**

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### **Objective**

A Human Resource Professional seeking opportunity to use knowledge, skills, and experience for the growth of personal as well as organizations.

### **Experience Summary**

A Human Resource professional having 5+Years' experience in overall HR functions handling end-to-end recruitments and induction of employees at all levels, Performance Appraisals, Payroll Administration, Training & Development and Statuary compliance, etc.

### **Professional Highlights**

- Master's Degree in Business Administration (HRM)
- Good Communication and Presentation skill.
- Efficient in Interviewing and Assessing People.
- Flexible - ability to adapt to changing policies, procedures, priorities or work environments.
- Able to manage multiple tasks.
- Interest to acquire more knowledge and grasp it quickly.

### **Work Experience**

- Working as “**Officer – Admin & HR**” at “**Blue Jet Healthcare Ltd. (Blue Circle Organics Pvt Ltd.)**”  
” Ambarnath (1 Dec 2020 – Till Date)

### **Key Responsibilities**

#### **Recruitment & Selection**

- Sourcing and screening CVs through job portals, professional sites, social media, and employee references as per the requirement received from respected department HOD and Maintaining recruitment tracker accordingly.
- Schedule and arrange telephonic & F2F interviews.
- Managing complete recruitment and placement cycle to place the best talent to the company requirement.

#### **Joining Process**

- Send offer letter and list of documents required at the time of joining and take confirmation for joining date.
- Verify all documents at the time of joining.
- Punching and Medical checkup on the date of joining.
- Explain the CTC to the joined employee.
- Completing ESIC / PF registration for newly joined employees, PF transfer, UAN Activation.
- Introduction and Induction of new joiner with all department.

#### **HR - Administration:**

- Renewal, addition, and deletion under Group Mediclaim Policy and Gratuity Trust.
- Maintain Employee Master Data file.
- Maintain a personal file of all employees.
- Prepare and submit Offer Letter and Appointment Letter.
- Verify Contribution History of ESIC / PF on monthly basis.

- Salary Verification.
- Maintaining Social Compliance audit documents (Job Responsibilities, POSH MOM, Pest Control Report, Grievance Redressal MOM, Specimen Signature)
- Prepare and submit ID Card.
- Maintaining training file documents.
- Prepare and update HR SOPs and Policies.
- Analyzing monthly Attrition and Leave reports.
- Yearly and Half Yearly Performance evaluation.
- HR Policy Training.
- Maintain and follow up for HR-Admin Compliance Tracker.
- Maintain stationary as per requirement of HR department and New joinee.

- Worked as “**HR-Executive**” at “**Supriya Packaging Pvt Ltd**” Nagpur (**16 Jan 2015 – 20 July 2016**)

### **Key Responsibilities**

#### **HR-Executive**

##### **Payroll Administration: (Attendance to Disbursement)**

- Checking Daily Attendance and prepare a record accordingly for workers and staff.
- Maintaining Leave Records of workers and staff.
- Checking Salary Advance & various deductions,
- Preparation of salary sheet, Statement of Salary to Bank.
- Completing ESI / PF formalities for new joining employees.
- Preparation of ESI / PF Challan & maintaining record accordingly.
- Preparation of Bonus calculations.

##### **Training & Development:**

- Identification of training needs & Arranging Training Sessions for the workers.
- Making Training Records of the workers.
- Co-ordination of all other administrative functions
- Co-ordinate with other department (Account Department, Storage Department, Production Department) for Reporting.

##### **Recruitment & Selection:**

- Manpower Planning and Resume search from employee referrals, Job Portal, through consultant and getting shortlisted from the functional head and arranging one-to-one, Telephonic & F2F interview schedules for junior to middle level.
- Documenting the recruitment process and creation of a data bank Interviews
- Closure of the position after reference check, salary fitment, negotiation, and release of the offer.

- Worked as an “**Assistant Admin Officer**” in “**Rakshak Electromech Devices & Services**” Nagpur  
**02 Sep 2013 to 31 Dec 2014.**

### **Key Responsibilities**

#### **Assistant Admin Officer:**

- Preparing Salary Statement Manually.
- Maintaining Visit Charts for the complaints of clients.
- Transport, Telephone, Electricity, Office Stationery (Control & Management) Security.
- Maintaining Employees Application for Leave and Advance Payment
- Maintaining Installation Reports.

**Educational Credentials**

- MBA in HRM (2010-12) from ZEAL Institute of Management, Pune University
- B.Sc. in Computer Science (2006-09) from Amravati University
- Higher Secondary School Certificate (2005)
- Secondary School Certificate (2003)

**Interests**

- Interacting with people.
- Learning new things

**Software Skills**

Operating Systems : Windows XP, Windows 7, Windows 8  
Package : MSCIT  
Typing : Marathi 30, English 30

**Technical Skills**

Spine HR : Work on Spine for salary process and data updating.

**Project Summery**

Title : “A Study of Employee Satisfaction”  
Company Name : JOB-ONE, consulting, training & outsourcing, Pune.  
Duration : 60 days

**Personal Details**

Date of birth : 30<sup>th</sup> July 1987  
Sex : Female  
Marital Status : Married  
Languages known : Marathi, English & Hindi  
Hobbies : Net Surfing, Traveling, Walking.  
Husband Name : Mr. Shailendra D. Kamble  
Father's Name : Mr. Rupchand S. Gujar  
Permanent Address : Flat No. 605, A-Wing, Kasturi Exotica, Sarvodaya Nagar,  
Ambernath (W), Thane, Maharashtra, 421501.

**PLACE :**

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**Signature**