Divya Prakash Zende

Professional Skills

Good written and verbal communication skills

Analysing and problem solving

Good Rapport Builder

Negotiation

Organized and Time management

Career Objective

I hold a degree in Bachelors of management studies majors in HR

As it is the start of my career, I am willing to work for any role under HR department.

I really want to get out of my comfort zone, get to know people, learn and explore.

I am looking for a full-time opportunity. Given chance would definitely achieve targets, at its best.

Hobbies

I am more into creativity - like singing, dancing, cooking, making greeting cards, or writing.

I love travelling and exploring different places. Also, I love watching web series.

CONTACT DETAILS

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EDUCATION

Bachelor's Degree
2017-2018
Bachelor of Management Studies Majored in Human Resources Management with **68.94 %**
R.A Podar College of Commerce And Economics Mumbai

High Secondary Certificate
2014-2015
Discipline – Commerce with **80.06 %**
Mulund College of Commerce

Secondary School Certificate with **72 %**
2012-2013
Fatima High School

WORK EXPERIENCE

Pegasus Panels Pvt Ltd   **(October, 2019 - Till date)**
Designation – HR Executive
Pegasus Panels Pvt Ltd is into highly decorative laminated sheets or mica which are used particularly by manufactures, dealers, interior designers, architects, etc. Dolby Mica is our brand name. Working as an HR executive where I am covering everything.
 Recruitment

- Recruitment of sales personnel and back office team.
- Looking after the entire joining process.
- Posting jobs and shortlisting.
- Issuing offer letters and appointment letters.
- Discussing on the CTC.
- Handing over the joining kit.
- Making all the new joiners understand about the HR policies we follow and code of conduct.

Induction
Introducing employees to the business by giving them a brief idea about what we are into and how are we working, what patterns are followed in terms of working and so on. Introducing and making the new employees familiar to other employees who are already in the system.

Attendance and Payroll
Making of monthly attendance report with the use of tracking application - Fieldsense.
While making the report considering all the Festivals, Official close down of market, and PLs, CLs, employee has in his/ her account.
Sending the entire report to the accountant who's based outstation. He disburses the salary.

Reimbursement of Expense
All the employees under this benefit share all their expenses while i verify considering working days, travel time, official holidays, leaves taken, etc.

Employee Engagement

- Engaging employees in various activities so even they get a day where all the stress is relieved.
- Employee engagement helps in bonding your employees well and making them familiar to each other.
- Creating a friendly atmosphere so employee feels a sense of belongingness in the firm.
- All these activities shall be conducted on festivals or weekends so you don't lose productivity.

OYO Rooms Mumbai, Maharashtra   **(June, 2019 - September, 2019)**
Designation -HR Recruiter

Oyo Rooms is into Hospitality Industry, hence I got introduced to various and different roles / designations.
E.g. Ground Staff (Front Desk Executives & Hotel Managers)
Trainers, General Managers, Service Heads, Service Engineer Heads, City Heads, and Business Developer Managers.

Duties & Responsibilities

- Understanding the business requirements accordingly sourcing, screening and shortlisting candidates.
- Understanding and making shortlisted candidates understand about CTC Annexure.
- Posting Jobs online.
- Trying to achieve the target at its best and closing the openings in the given time.
- Hired for Pan India location.