

Dhanashree Khebade

Room No.3, Ingle Gurji Bldg,
Rambaug Main Road Kalyan
(W) - 421301
7977353907



ghanashri.678@gmail.com



Human Resources Generalist with 3.5+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, and department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and able to work independently.

Experience

June 2019 - till Date

Human Resources Executive / *Paxchem Ltd. - Navi Mumbai*

HR & Admin Executive

Job Role: -

- Forming and maintaining employees and workers records.
- Being the first point of Contact for employees for any HR Related Queries.
- Managing staff wellness and performance Reviews.
- Plans and coordinates new employee onboarding to foster positive attitude toward organizational objectives.
- **Interviewing the Candidate for different dept & positions:**
 - a. Supply Chain Executive
 - b. Dispatch executive
 - c. Production Executive and Supervisor
 - d. Store & Inventory management team.
 - Attendance Management manually and by using Spine software.
 - Coordinating with shortlisted candidates about their joining and further formalities.
 - Understands, follows, and enforces all established safety, health, quality GMP and Company policies, procedures, and recognized practices.
 - Making rectifications of documents and to make Joint Declaration which must be submitted in PF office to solve the Issues in EPFO.
 - Maintaining monthly PF, ESIC, PT, Salary, Attendance files for the year.
 - Conducting meeting with contractors for different contracts in company.

- Analysis's training needs to design employee and leadership training and development, including safety programs.
- Have basic knowledge of Factory Audits, Factory Inspection.
- **Arranging camps and other training program in the factory:**
 - a. Medical checkup with DISH Approved Dr.
 - b. Fire and safety training
 - c. First aid training
 - Listing all things according to the convenience of the programmer and employees.
 - Preparing the comparison sheet.
 - Suggesting the best programmer within company's budget.

March 2018 - May 2019

Human Resources / Sai International Security Pvt. Ltd. – Thane

Job Role: -

- Maintaining the records of Area Officer.
- Cross Checking the records given by A/O with the guards.
- Use various portals like Indeed, Just Dial, Work India, for recruitment.
- Interviewing the Candidates & Hiring the capable Candidates.
- Filling the enrollment Form of Guards and verifying the documents.
- Generating new Clients through Portals and references.
- Gathering and Maintaining Candidate Details from Various Job Portals.
- Checking the Satisfaction level of A/O & Guards with Client through Calls.
- Making ID Cards & allotting the Employee Code to all employees.
- Maintaining smooth relations with guards and clients.
- Continuous Being in touch with the vendors.
- Proper Filing of Documents
- Coordinating with bank for opening bank account of employees, filling the form.
- Maintaining the proper Police Verification documents of all Area officers, Supervisors & Guards.
- Feedback from Clients on Mail and other communication mode.
- Maintaining attendance of all employees
- Guiding Supervisors & Guards about their deduction in wages (PF, ESIC)
- Giving proper Quotations to new clients for both Compliance & Non-Compliance.

August 2017 - January 2018

HR Recruiter / Career Vista Consultancy - Dombivli

Job Role: -

- **Designing and Updating Job Descriptions**
- Screen upcoming resume and application forms
- Craft recruiting emails to attract passive candidates.
- Source potential candidates from various job portals like, Shine, Monster, Work India, indeed.
- Coordinating with clients (Sharekhan & Angle Broking)
- Taking updates about the list of candidates, interviewed, rejected, hired.
- Negotiation about the salary package, Job location.
- Coordinating with candidates from interviewing to the Hiring, getting offer letters etc.
- Basic knowledge about the training and guide about the grooming sense of candidates while going for an interview.
- Handled various job portals like (Naukri, indeed, Shine, Monster, etc.)

Skills

- ❖ Good Communication skills and Confidence Level.
- ❖ Employee Assistance and wellness.
- ❖ Team Player.
- ❖ HR Policy Development and Execution.
- ❖ Statutory Compliance.
- ❖ Performance Management.
- ❖ Human Resource Administration
- ❖ Human Resource System / Technology
- ❖ Payroll Administration
- ❖ Employee Relations & Employee Engagement.
- ❖ Job Analysis & Development
- ❖ Excellent Time Management Skills.
- ❖ Workers Compensation
- ❖ Conflict / Grievance Handling.

Education Qualification

SSC: - Passed in year 2012 from Guru Nanak English HighSchool & Jr College

HSC: - Passed in year 2014 from MKES Jr College.

TY.BMS (HR): - Passed in year 2017 from K. M. Agrawal College.

Languages: - Fluent in English, Marathi, Hindi

Hobbies: - Painting, reading books, Internet Surfing

Strengths- Leadership, Flexible in working culture.

Date of Birth: - 6th January 1997

Declaration: -

I hereby declare that the details furnished and are true to the best of my knowledge.

Place: -

Date: -

Dhanashree Khebade

