

Akshata Khankal

Senior Executive-Human Resource

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OBJECTIVE:

To seek dynamic and challenging career opportunity in an organization that will enable me to use my past experience, strong organizational Skills in my professional growth while making positive contribution to the organizational goals.

KEY SKILLS

- Recruitment & Selection • Onboarding • Quick Learner • Team Leadership • Problem Solving • Proactive

PROFESSIONAL EXPERIENCE

Senior Executive-Human Resource
Blue Lotus Communications Pvt Ltd
(Public Relation Agency)

Nov 2021 - Present
Mumbai, IN

Responsibilities

- Actively involved in recruitment by preparing job description, posting job and managing hiring process.
- Maintain employee records (Employee joining documents joining process letter drafting)
- Preparation of various presentation like Induction, Statutory Compliances etc.
- Preparing letter- Offer Letter, Confirmation Letter, Relieving letter, Increment Letter, Full and Final Settlement statement.
- Managing Monthly attendance and payroll calculations
- Generating salary slips and handling all employee grievances
- Handling complete exit formalities.
- Renewal of consultant contract.
- Keeping track of Leave taken by employees
- Maintaining Employee Master sheet, Compilation of data of given financial year.
- Sending Birthday Greetings.

HR Executive & Admin
Arqonz Global Pvt. Ltd.

April 2021- Nov 2021
Mumbai, IN

(An E Commerce Startup for Building Material Segment, Construction Industry)

Responsibilities

- Working with company's CEO and/or Director to strategically plan to increase Manpower that will benefit the company's revenue
- Handling PAN India recruitment for IT and Non IT profiles through free Job portals like LinkedIn, Indeed, Work India.
- Managing requisitions, Conduct Sourcing, Screening of profile, Intake discussion with hiring managers.
- Coordination with Placement cell of Various Management Institute for hiring interns.
- Preparing and maintaining various forms like Walk in forms, Employee Information Form, Offer Letter, Leave application forms and employment contract.
- Created Employee Handbook/ Framing company policies and implementing the same.
- Looking after HR Onboarding: Joining formalities, Arranging Laptop, business cards, and other accessories to ensure hassle free process for the new joiner.
- Creating Sales report and sharing with CEO on Weekly Basis.
- Ensuring Salary and Benefits are processed on time and accurately, with zero errors
- Performing internal and external office communication: email, voicemail and miscellaneous written correspondence (to include general clerical responsibilities).
- Looking after Vendor payments for smooth functioning of administration.

Executive- HR & P&A

Oct 2016 - Jan2017

TOPSLINE LIFE RESPONSE SERVICES PVT LTD

Mumbai, IN

(The company is into providing emergency services and has equipped and trained crew and practices rescue and evacuation processes as per international standards.)

Responsibilities

- Was actively involved in recruitment by preparing job descriptions, posting ads and managing the Recruitment for new vertical of Company.
- Processing all personnel action forms and ensuring proper approval.
- Ensured smooth start for new employee by completing their joining formalities and maintaining all HR employee records. Job posting on various portals like Naukri Monster and Shine reviewing resumes, performing reference checks and Conducting Telephonic and Preliminary interview.
- Assisted Senior HR with all HR related work which includes Exit formalities.

HR Executive & Admin

April 2012- to July 2014

H S Datacraft Pvt Ltd

Mumbai, IN

(The company was into application software, batteries and research and development of network cables)

Responsibilities

- Ensuring the front desk is organized and equipped with all the necessary supplies
- Answering all client questions and incoming calls and monitoring forwarded emails.
- Looking after courier dispatch and delivery.
- Keeping a track and order office equipment and supplies.
- Handling recruitment through references and scheduling interviews
- Looking after joining formalities and attendance management
- Maintenance of important documents related to new hire and other related.

EDUCATION

Master of Business Administration- Human Resource

June 2014 - August 2016

University of Mumbai- Atharva Institute of Management Studies

Mumbai, IN

INTERNSHIP: AIR INDIA LTD (SANCTACRUZ)

Duration: 3months

Project Name: Performance Appraisal in Air India Ltd (Western Region)

B.COM (Banking & Insurance)

July 2009 - July 2012

University of Mumbai- H R College of Commerce & Economics

Mumbai, IN

INTERNSHIP: MAXLIFE INSURANCE COMPANY LTD (PRABHADEVI)

Duration: 3 Months

Recruitment Coordinator at MaxLife Insurance Company Ltd

HOBBIES

- **DIY Projects, Playing Chess , Travelling, Tarot & Numerology**

PERSONAL DETAILS

- **Date of Birth: 28th November 1990**
- **Marital Status: Single**
- **Religion: Hindu**
- **Language known: English, Hindi, Marathi, Kannada**

