

# RIYA KAMBLE

## HUMAN RESOURCE EXECUTIVE

### CONTACT

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### PROFILE

A Promising HR Professional who aspires to bring strategy and innovation in HR function to improve performance, business growth and profitability, ensuring effective employee engagement, in conjunction with the business vision.

### SKILLS

- ON BOARDING & INDUCTION
- REWARDS & RECOGNITION
- RETENTION
- EXIT FORMALITIES
- EMPLOYEE RELATIONS
- TALENT ACQUISITION
- HR OPERATIONS
- MS OFFICE & HR TOOLS
- MIS AND DASHBOARDS

#### PROFESSIONAL TRAITS

- QUICK LEARNER
- PROBLEM-SOLVING NATURE
- TEAM PLAYER
- COMMUNICATION SKILL
- FLEXIBILITY & AGILITY TO LEARN

### EXPERIENCE

#### Kotak Mahindra Bank

March 2022 – Present

Junior Associate (HRBP)

#### HRBP :

- Working as Junior HRBP for corporate function
- Managing the entire employee life cycle from On-boarding till Exit
- Part of various HR projects like implementation of HRMS, revising HR policies
- Coordinating and guiding employees to complete their exit formalities
- 30 days connect with new joiners & capturing the feedback
- Preparing various process note for smooth functioning of the team

#### HR Operations :

- Employee Data maintainance & Updating the same in HRMS.
- Preparing Dashboards and analysis on Headcount Report
- Handling various HR reports

#### Recruiting :

- Shortlisting candidates on telephonic round
- Lining up interview with Hiring Manager
- Closing candidate requirement according to Business requirement

#### Employee Engagement :

- Coordinating and organizing R&R for employees
- Organizing Fun Events for Team bonding

## EDUCATION

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Bachelor of Management studies

2018-2021

Sathaye College, Mumbai University

CGPA : 7.31

HSC

2015-2017

Sathaye Junior college 60%

SSC

2014-2015

Parle Tilak Vidyalaya Eng. Medium school  
80%

## BDO India LLP

Human Resource Intern

October 2021 – March 2022

On-Boarding :

- Pre-Onboarding
- Onboarding
- BGV Checks
- End to end documentation

Talent Acquisition :

- Sourcing and screening CA candidates
- Conducting Telephonic round of interview
- Lining up interviews with Line managers

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Personal Details :

Date of Birth: 15 November 1999

Sex: Female

Marital Status: Single

Languages Known: English, Marathi & Hindi

Nationality: Indian