

MOHINI BALASAHEB NIMBALKAR

HR EXECUTIVE

Mobile : 7745881299

Email: mohininimbalkar1992@gmail.com

CAREER OBJECTIVE

To contribute to the HR profession, by achieving a position, which is commensurate with my experience and qualification and which provides a challenging environment for growth

Application Software

MS- Office-Excel ,Word, Power Point, Outlook,
Tally(S.T.)ERP-9, Good knowledge of V – Look up.

ACADEMIA:-

Qualification	College/Institutes	Board/ University	Year	Aggregate
M.B.A(HR)	K.J.College	Pune	2020	60%
B.Sc.	Sangola Collage Sangola.	Solapur	2015	53%
H.S.C.	Lsvd ju. Collage Javla	Pune Board	2009	60%
S.S.C.	Jawahar vidhyaly Gherdi.	Pune Board	2007	74%

Functional Skills

- HR Executive
- Joining formalities
- Statutory Compliances
- Confirmation and Performance Management
- Leave and Attendance Management
- Payroll Management
- Exit Formalities
- Employee Engagement
- Employee Communication
- HR policies/procedure
- HR Administration
- Grievance Handling
- ISO Work

Career Counter :

Presently working with Manshya Marketing Pvt Ltd, from 1st May to till date.

HR Executive.

- Oversee recruitment and selection processes, including sourcing, interviewing, and hiring new employees.
- Develop and implement HR strategies, policies, and procedures.
- Design and run employee training and development programs.
- Maintain HR records, including employee files, compensation, and benefits information.
- Handle employee relations and resolve any workplace conflicts or issues.
- Manage employee benefits programs and ensure compliance with regulations.
- Administer compensation and payroll programs and ensure accurate processing of payroll.
- Develop employee recognition and rewards programs.
- Oversee and manage employee wellness and safety programs.
- Manage and resolve employee complaints and grievances.
- Provide HR support and guidance to managers and employees.
- Negotiate and manage labor contracts and collective bargaining agreements.
- Collaborate with other departments to achieve company goals and improve HR processes.
- Conduct performance evaluations and provide feedback to employees.
- Stay updated on current industry trends and best practices in HR management.

Presently Associated With Biz Secure Labs Pvt, Ltd.(NPAV) 22nd March To 10 Sept 2022.

HR Executive & Recruiter.

Payroll Processing & Disbursement –

- Updating Monthly online attendance, Cash Salary calculation & Disbursement, Giving salary details to the employees, Maintaining salary A/C details, Increment charts of the employees, Updating records of relieved employees.
- Coordination with other offices/ branches, Calling, Meeting other office employees at regular basis.
- Vendor Management - Monthly Calculations of vendor bills - For housekeeping staff, Breakfast & Tea, Drinking water vendors etc.

Recruitment –

Resource Planning, Calling, Shortlisting the candidates, Calling institutes, Placement agencies, Posting ads in newspapers etc.

Updating records in the database, Scheduling interviews, Attending candidate, Taking primary round, Discussing terms & conditions, Giving offer & negotiation, Finalizing, Sending confirmation mail, Followup with the finalized candidates till they join.

Placement & Induction –

Placement of new joiner, Arranging PC, table, stationary etc, Discussion of Company code of conduct, Assigning work, Arrangement of training sessions, Clarification of doubts, taking care until he/she settles down in company.

Joining Formalities–

Completing joining formalities, Maintaining & filing joining documents, Issuing offer/appointment letter & ID card, Updating the joining documents whenever required, Registration of new joiner.

Exit Formalities–

Managing smooth exit & completing necessary exit formalities-getting resignation letter, Checking whether bond period/Prescribed notice period completed or not, Proper handover of the work done or not, Arranging full & final settlement-Clearance of all dues, ID card, notebook, locker keys submission, giving experience letter, salary slips if applicable, getting sign on some Company documents.

Training & Development –

Arranging training sessions, Meetings with employees etc.

Retention –

Maintaining pleasant office environment & Healthy employee relations, Solving employee issues, Followup with outstation employees, Arranging birth-day parties, Parties on various occasions, Arranging, Managing and coordination of company events for customer, dealer, and employees.

Performance Management –

Monthly Performance appraisals, Maintaining increment chart of the employees & conducting Meetings

Planning and execution of Company's all HR Policies.

Reporting to your seniors whether given work done/not & submitting daily work report, completing work in given time line.

Time keeping ,

Daily attendance marking, maintaining record & Informing sir/mam.

Attendance & Leave management –

Daily updating & Checking attendance file, Filing LA-LBE forms & Getting them sanctioned from Sir/Mam, informing respective employee about it. Leave management for all departments, Maintaining monthly reports.

Associated With K-Pack Solution. 1st April 2021 To 16th Feb 2022

HR Executive

Recruitment & Selection:

- Fill the PAR Form
- Make JD
- Understand the JD
- Source the relevant profiles from Naukri, Consultant, Contractor
- Preliminary HR Round and get the Technical Screening sheet filled.
- Update interview Planning sheet
- Inform the Line Manager and Asst Manager, Hiring and HR Strategy about interview
- Recruitment Form to be filled, Hiring packet which contains Recruitment Form, Interview Sheet,
- Resume duly signed to be submitted to Asst Manager, Hiring and HR Strategy
- Personal Interview (Application Form, Interview Evaluation Form, Coordination with Linemanager)
- Technical Manager round to be conducted for shortlisted candidate's.
- Final Selection (Salary Negotiation)
- Salary Structure (Approval from HO)
- Make Offer

Induction

- Induction (Documentation and Personal Hygiene,
- New Arrival Mail
- Biometrics
- New Joinee Training Record sent to line Manager
- Birthday, Confirmation Reminder
- Documentation
- Employee Database updation
- Bank account open
- Issue Tea Coupons
- Temp I card
- Perm I card
- Training Feedback and completion

- Training on Food Safety, General Safety and Communication protocol
- Team Review Reminder to Asst Manager, Hiring and HR Strategy
- Confirmation Report
- Confirmation

Joining Formalities:-

- Co-coordinating the 'offer release' and joining process
- Offer & Appointment letter and Joining Formalities.

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Exit process:

Conducting exit interview. Ensuring a smooth separation or exit process for all resigned/attrite employees, facilitate the exit process for on time payment of Full and Final settlement.

Relieving documentation and deactivation of employee access to corporate network, emails, premises and completion of exit formalities and recording of documentation.

Payroll:-

Prepare & Update Attendance, Leave Records

- ❖ Maintain Database of Joint & Resign Employees.
- ❖ Update Payroll of Staff & Workers.
- ❖ Store in Computer information Record
- ❖ Monitoring & filing of leave/OD/C/OFF/OT Forms.
- ❖ Payslip checking & Distribution.
- ❖ Good knowledge of statutory compliance like (PF, Esic, Gratuity, Bonus, Pension, Tds, etc.)
- ❖ Time Office- Biometric Attendance system, Induction programmed,
- ❖ Salary Processing Payroll Management. (payslip & salary sheet)
- ❖ Handling Joining Formalities & Full & Final Settlement. Data Import (Musters, Salary & Leave Record)
- ❖ Time Office (Attendance, Payroll, leave Maintaining Salary Register, Attendance, Leave, Bonus/off Register, Casual Labor Register)
- ❖ Daily attendance employees, Leave, OT, C-off and gate pass posting in manual register as well as computer entry.

**Associated with *Synise Technology Pvt Ltd *as a HR Executive.SyniseTechnology Ltd :
31st May 2019 To 25th March 2021**

HR Executive

- Preparing Final settlements, Gratuity, leave salary and all Employee benefits.
- Communicating HR policies & across the organization at all levels.
- Tracking attendance, maintaining leave records & issue letters etc.
- Employee Management & HR Activity to support to Management
- Payroll attendance record & daily tracking Attendance
- Generation of Experience Letters, Relieving Letters
- ISO Work
- Keeping track of Confirmation, Appraisals, and Increments of employees

HR Engagement :-

- Engagement Activities & Coordinated Event Management like Women's Day, AnnualDay/Sports Day and Dussera Puja and so on.
- Birthday Celebration, Event organization for Employees
- Making Letters (Offer Letter, Appointment Letter, Increment Letter, employee Relieving and Experience Letter, Confirmation Letter)

HR Letter :-

- Entry of new employee in HR Software for salary format.
- Preparing necessary data for releasing of salary such as Reimbursement of expenses lists, Recovery lists etc.

Payroll :-

- Prepare Salary break up as per minimum wages & Renewals of monthly Gatepass Challan.
- Monthly salary calculation and Full and final settlement of employee.
- Employee Joining Process
- Ensuring all the relevant documents submission
- Preparation of appointment and CTC break up.
- Maintaining employee personal Files.
- HR & Staff Meeting Arranged
- Stationary Record Maintain

Joining & Induction Formalities

- Assist with day to day operations of the HR Functions and unties
- Maintain the same in HRIS.
- Maintain data of new joiners as well as left employee
- Conducting HR round of interviews for the candidates.
- Creating and maintaining employee personal files and records & Issuing
- fer letters, appointment letters and salary structure as offered to the candidate

PERSONAL SKILL :

Excellent team player who listens, thrives on collaborating with diversely talented team members, and integrates their divergent thoughts, opinions and perspectives into meaningful action. Strong Support, Maintenance & Troubleshooting Skills. Good time-management skills. Quick learner. Energetic, competitive achiever, can successfully manage multiple priorities, and perform under pressure in a fast-paced, rapidly changing environment.

Worked on system:

Synise Software.

PERSONAL PROFILE :

NAME : MOHINI BALASAHEB NIMBALKAR
DATE OF BIRTH : 28/8/1992
GENDER : Female.
LANGUAGES KNOWN : Hindi, Marathi & English.
ADDRESS : Katraj Mauli Nagar,Pune
HOBBIES : Internet Surfing ,Reading, Swimming.

DECLARATION

I hereby declare that above furnished particulars are true to the best of my knowledge and belief.

Place: Pune
Date:

MOHINI.B. NIMBALKAR