

Leena Bhagat

Date of Birth :05/07/2002

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Language Known – Marathi , Hindi , English

• Profile

To gain greater insight into the field of Human Resource Management (HRM) by way of exposure to real work atmosphere in a well established organization. Also, to seek a challenging career in the field of human resources and to channelise my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

🎓 Academic Education

Qualification	Institute	Year	Percentage
MBA (Human Resource)	Pursuing	2025	-
BBA (Human Resource)	Sp Collage Pune 02	2023	71%
HSC (Science)	NMV Collage Pune 02	2020	60%
SSC	Prerana High School Pune 46	2018	91%

🚩 Work Experience

- **Human Resource Executive , Kutwal Foods Pvt Ltd (My Urja) , Pune , India (10/02/2024 – Till Now)**

Roles & Responsibilities

- To Maintain the files & information of the employee of company .
- Maintaining the database of Hr Activities of Plant & Head Office
- Working on payroll software & processing salary & wages administration by assisting the seniors.
- Updating various excel spreadsheets of employee benefits & various company related spreadsheets.
- Responsible for the recruitment of the front line operations including advertising /sourcing, screening, arranging interview process, extending offers to selected candidates , preparing employment documents , monitoring the performance of recruitment agencies , internship co-ordination etc.
- Maintaining the manual of company Muster Roll Monthly
- Prepare various MIS Reports .
- Managing the correspondence of Plant & Head Office .
- Generate the reports & communicate with seniors .
- To conduct Activities as per instructions from H.O Or Senior authorities .
- All other duties & responsibilities that would be assigned by the management from time to time .

- **Human Resource Operation & Recruiter Executive , Montek Service Pvt Ltd , Pune , India (28/08/2023 - 09/02/2024)**

Recruitment –

- Responsible for managing day –to –day HR activities Like Job Posting, Resume Screening , coordinate interview during internship.
- Partnering with hiring managers to determine staffing needs .
- Searching from various portals Like Naukari , Shine , Monster , Linkdin . , Taking initial interview of suitable candidates , deliver profile to company .
- Involve in Scheduling Interview with company like taking appointment for interview , sending schedule to company , taking follow up till end .
- Involves in internal hiring like Scheduling interviews of candidate & coordinate with senior Hr in interview process learn how to find right talent from candidates . Schedule and monitoring monthly training activities.

Operation -






- Maintain data like Employee Records such as Employees documents verification, ensuring accuracy and completeness. , maintain attendance & leaves timing of employees . Also Make Sure that leaves will be approved by directors & Accounts department before date of leave .
- Employee onboarding it involves onboarding activities like help employee to understand their job role & responsibilities . Maintain files and records of employees, ensuring confidentiality and easy retrieval. Prepare checklists to streamline and organize new hire process.

- Coordinating with employee maintain Employee Relation Help them to solve their problems ,motivate them to increase their productivity , creativity ,skills ,talent . Organizing employee communication meetings.
- Creating welcome announcement of employees , Making Events & festivals ,Arranging events like Birthdays , Achievements , Training sessions Etc , Also Arranging various competitions within company in festivals .

Extra Activities

- **Human Resource Internship Citylines Cars Pvt Ltd (Operation), Pune ,India 11/2022 - 11/2022 (60Hrs Internship)**
- **Human Resource Internship ,PHN Technology Pvt.Ltd , Pune , India**
- **Human Resource Management Course ,Great Learning ,India (Course)**

Hobbies

 Exploring Distant Lands ,  Getting Lost In Good Books ,  Capturing Moments,
 Feeling The Music ,  Every Kind Of Sports

★Skills

Communication Skills , Time Management , Leadership Abilities , adaptability.

Technical Skills

MS Office { MS Excel (Pivot table, Hlookup , V Lookup) ,MS Word , Power Point }

