

Rutuja Deshpande

Human Resource Executive

Pune | deshpander124@gmail.com | 7721902021

SUMMARY

Human Resource manager with 2.4 years experienced in Recruiting, Employee Onboarding, Payroll & HR software management, Employee documentation, managing all attendance related issue, keeping all HR records, handling biometric software, etc.

WORK EXPERIENCE

CHEMCLEANZIO INDIA PVT LTD

Navi Mumbai, NOV 2024 – Current

- Managed end to end payroll process.
- Managing employee documentation and joining formalities.
- Solving all the employee issue related Payroll, PF, ESIC, PT.
- Managed the end-to-end recruiting process.
- Worked on PF Challan, ESIC Challan and Compliance.

SUSHIL PHARMA LLP

Kolhapur, APR 2022 – MAR 2024

- Employee end to end payroll processing
- Managing all employee documentation and joining formalities
- Prepare weekly performance reports for employees
- Solving all the employee issue related Payroll, PF, ESIC, PT
- Developed and implemented effective HR policies
- Successfully managed training (induction) program
- Managed SPINE NX and HRMS software.
- Managed biometric software
- Prepare and plan for employee onboarding process.
- Generated letters for employee. (experience, offer, joining letter)

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Kolhapur, JAN 2021 – MAR 2021

- Managing all employee documents.
- Managing all the attendance related issue.
- Register new employee in ESIC

EXTRA QUALIFICATION

- MS-CIT
- TALLY ERP & Advance
- Marathi/English Typing
- MS-EXCEL (VLOOKUP, HLOOKUP, Pivot Table, Basic formulas in Excel)
- MS-POWERPOINT
- MS-WORD

SKILLS

- Payroll
- Recruiting
- Training
- HR policies
- Attendance Management
- Induction
- Presentation
- Onboarding
- Performance Management
- SPINE NX
- HRMS

CERTIFICATION

Diploma in Office Assistance

LANGUAGES

- English
- Marathi
- Hindi

EDUCATIONAL BACKGROUND

Master of Business Administration

Shivaji University, Kolhapur
(HUMAN RESOURCES, FINANCE)
2020