



# MISS. ASHLESHA Y. PATIL

## HUMAN RESOURCE & ADMIN

Self-motivated professional with 5 years of Human Resources and administrative experience in S experience in Recruitment, Training and Development, integration of HR policies-processes, MIS Reporting, Performance management system, HR business Operations, Statutory compliances, Manpower planning, Organization Development initiatives, HR Auditing, Budgeting, Employee Engagement. Compliances and admin activity.

### EDUCATION

- **2012 - 2014**  
SRTM University  
M.Sc- Industrial Microbiology
- **2016-2018**  
Shivaji University  
MBA-HR

### CERTIFICATE

- MS-CIT Course in Jan 2014
- Payroll Certificate Course in Dec 2020

### WORK EXPERIENCE

- **Avians Innovations Technology Pvt Ltd**  
Role: HR-Sr.Executive  
April-2023- Till Date
- **Prompt Consultants**  
Role: HR-Executive  
March-2022- April-2023
- **Potential HR Solution**  
Role: HR-Executive  
Aug-2021- Feb-2022
- **Valveworks India Pvt Ltd**  
Role: HR- Assistant  
June 2018- Jan 2020

### PROFILE SUMMARY

#### RECRUITMENT, ORIENTATION & INDUCTION

- Handling of end-to-end Recruitment cycle for Trainee to Sr. Level position in all Departments as per the requirement of management with in TAT period.
- Candidate sourcing through Naukri.Com Portal, Placement Consultancies, and Employee reference.
- Interview coordination with HOD's timely closure of positions
- Prepare offer letter after selection and get in touch with candidate till joining.
- To Complete six and three month review of new joinee.
- Maintain Personal files of all New Joiners, ensuring submission of all the desired documents as per the policy, coordinating with bank executive for creating Corporate Salary accounts of new Joinees by providing all the necessary details to the concerned person.
- Induction planning for new joiners - making the necessary arrangements for the Orientation session / Induction and ensuring the New Joiners attends these sessions.

#### ATTENDANCE & PAYROLL

- Responsible for attendance for the whole Companies.
- Daily attendance report generation.
- Processing the salary, checking the P.F., P.T., & other Deductions.
- Documentation of all Payroll records, sending the salary statement for bank transfer.
- Permission for ½ day / Leave letter/ incentive/attendance bonus, & ensure the same on a daily basis.
- Maintain Over Time notebook and get the signatures of employees, Supervisors, Plant Head, HR Head, & security to ensure the accuracy of reports.
- Manage attendance of biometrics & Software on a daily basis.
- Resolving employee queries related to their salary, salary slip, PF, ESIC & others.

## **KEY SKILL**

- Analytical Thinking
- Creative Mind
- Leadership Skills
- Problem Solving Skills
- Passion for Learning
- Time Management

## **PERSONAL SKILLS**

- Awareness of Ethical Issues
- Disciplined
- Practical
- Self-motivated

## **LANGUAGE**

- ENGLISH
- MARATHI
- HINDI

## **HOBBIES**

- Dancing
- Listening music
- Drawing & painting
- Cooking

## **PERSONAL INFORMATION**

- **Marital Status:** Single
- **DOB:** 26.10.1990
- **Number:** 9763242580
- **Email:**  
p.ashlesha10@gmail.com
- **Address:** GK Silverland,  
Ravet, Pune- 412 010

## **MIS PREPARATION**

- Maintained an MIS on the hiring, Training & Kaizen status, & closures done for a quarter/year.
- Preparation of Position wise Manpower summery, Attrition Rate
- Company Required Vs Deployed MIS
- Preparing weekly/ monthly reports and presentations given to Group Head and M.D.

## **TRAINING & DEVELOPMENT**

- Organizing skill and behavioral training as per the requirement.
- Designing of training Calendar as per training need Analysis.
- Working of Skill Matrix, Competency Mapping and align training topics to bridge gap.
- Measure the effectiveness of on-the-job training and update the records.
- Ensuring that the annual performance evaluation is been done by the department heads training is provided for the required employees based on the evaluation metrics.

## **EXIT FORMALITIES**

- To conduct Exit interview.
- Take care of clearance certificate & charge handover note
- To clear full and final settlement like salary, leave encashment, bonus, and notice pay if any.
- Issue reliving letter and service certificate.
- To send Exit feedback analysis of left employees to manager.

## **PERFORMANCE APPRAISAL SYSTEM**

- Conduct Performance Appraisal review in Quaterly phases within timeline.
- Follow the procedure of Increment and promotions etc.
- Preparation of Increment/Promotion letter after completion of performance appraisal.

## **EMPLOYEE MOTIVATION**

- Employee birthday celebrations.
- Women's Day, Yoga Day, Environment Day, and Safety week celebration.
- Reward & Recognition Award.
- Employee of the month, Employee of the year.
- Best Kizen and Suggestion Award.
- Arrange Annual Picnic for all employees
- Marriage Gift, New Home Gifts, Birthday Gifts etc distribution.