

VAISHALI AKSHAYKUMAR PATIL

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PERSONAL SUMMARY

To work with an organization where I can work with an effective and resultant performance using my knowledge and skill where I could be stepping towards my goals, desired milestone and targets.

WORK EXPERINCE

1. NISSIN ADVANCED COATING PVT LTD

HR EXECUTIVE FEB 2023 to PRESENT

Roles and responsibilities:

- Hiring candidate for permanent and contractual role through job portal , social media platform and consultancy services.
- Conducting Pre / post joining formalities and exit formalities and maintaining documentation of employee such as offer letter, appointment letter, experience/service letter, reliving letter and exit document.
- Maintaining the data of Candidate / Recruitment Tracker and employee master data.
- Prepare the plan of annual training calendar with maintaining the training documents.
- Maintain skill matrix and competency document.
- Handling attendance of all employees through Epay and Savior.
- Conducting employee engagement activities.
- Arranging travel/hotel booking for employee and guest.
- Supporting employees in reimbursement billing activities.
- Supporting in compliance related to PF and ESIC.
- Supporting in audit activities conducted in the plant.
- Attending HR meetings conducted by the Motherson group.
- Handling all of the above activities for PUNE, Noida and Kadi(Gujrat) plant.

2. FLASH VIVEN MACHINING TECHNOLOGIES PVT LTD

HR Trainee FEB 2020 to OCT 21

Roles and responsibilities:

- Hiring candidate for permanent and contractual role through job portal , social media and consultancy.
- Conducting Pre / post joining formalities and exit formalities and maintaining documentation of employee such as offer letter, appointment letter, experience/service letter, relieving letter and exit document.
- Conducting telephone and personal interviews with HR manager and HOD.
- Maintaining the data of Candidate / Recruitment Tracker and employee master data.
- Maintaining employee's personal files and records.
- Update the record of employee in system (people scope).
- Preparing training calendar & Keeping record of training attendance of participants.

SKILLS

MS OFFICE, TALLY, EPAY, SAVIOR, PEOPLE SCOPE.

EDUCATIONAL QULIFCATION

Degree	School/ College	Board/ University	Year of Passing	Percentage
M.B.A	K.C.E.S & I.T College Jalgaon	North Maharashtra University	2019	62.72 % (Aggregate)
B.B.A (H.R.M)	A.S.C. College Chopda	North Maharashtra University	2015	64.60 %
H.S.C	A.S.C. College Chopda	Nasik Board	2012	74.33 %
S.S.C	K.M.V Chopda	Nasik Board	2010	78.00 %

PERSONAL DETAILS

Date of Birth : 30/12/1994
Sex : Female
Current Address : Moshi, Pune.
Marital Status : Married

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particular.

(VAISHALI AKSHAYKUMAR PATIL)