

Archana Dawkhar

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Post-graduation in HR Management (PGHRM) professional with more than 6+years of total experience by commended performance and proven results.

Objective

- Seeking a position as a Human Resource professional in a corporate environment.
- To obtain a position in the human resources field that fully utilizes my diverse HR skills and experience.
- To secure the position of human resources generalist in a well-established company.

Human Resource

- **Post-graduation in HR Management (PGHRM)** professional with more than 6+years of total experience by commended performance and proven results.
- Extensive background in HR Generalist affairs, including experience in employee Recruitment, Training & development, Induction & Joining Formalities, Employee Relations, Separation's formalities, Performance management, Payroll.

HR Skills

- **Welfare Facilities**
- **Recruitment**
- **Payroll /Compliance**
- **Administration**
- **Documentation & records**
- **Joining Exit Formalities**
- **Performance Management**
- **Induction & On-boarding**
- **Employee Relation**

Professional Experience

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| • CleomeSoft Technologies Pvt Ltd | : HR Executive (Sep 2019 to Jan 2020) |
| • Pragmatic Info Solution Pvt Ltd | : HR Executive (Dec 2018 to June 2019) |
| • Raver Group | : HR Executive (March 2016 to Nov 2018) |
| • Angel Broking Pvt Ltd | : HR Administrator Executive & Coordinator (Nov 2014 to Feb16) |
| • Kalvox Sunrise Pvt Ltd | : HR Executive Assistant (Jan 2013 to Oct 2014) |

Key Deliverables

Responsibilities and Duties:

1. Talent Acquisition & Selection-

- Lead the recruitment process, including drafting JD, job posting, screening ,interviewing, and hiring for various positions.
- Responsible for background verification cases for new joiners.
- After selection, doing the formalities like documents submission, reference verification, Co-ordinating for their place of sitting, PC, stationary and other requirements.
- On the day of joining conducting their Induction and Introduction, Fingerprint ID generation etc. (Induction & Joining Formalities)
- Handling our required material/stationary to new joiner on Induction & coordinating with Accounts Dept for procurement.
- Coordinate the onboarding process for new hires, including orientation, documentation, and setting up workstations.
- Preparing and giving Offer / Appointment Letters, official letter, opening new bank accounts.

2. Exit Formalities -

- Forwarding that to Superior, trying to know the reasons for exit,
- Ensuring that before leaving he / she clears all the dues to the company.
- Preparing reliving and experience letters and giving to the candidate with approval and Sign of concerned authority
- Handling their full & final settlement.

3. Payroll & HR Compliance -

- Compiling the attendance of team & maintaining their biometric records, leave balance, overtime, half day.
- Processing all salary related reimbursements like medical, fuel, telephone& internet bill, travelling expenses etc.
- Handling monthly payroll process, including the calculation of salary, bonuse, deductions.
- Online payment, Calculation & submission online PF, ESIC challan.
- Ensure compliance with all applicable labor laws and company policies.

4. Documentation and Records -

- Maintain accurate employment records including personal information attendance, leaves, performance evaluations, offer letter.
- Maintain e-files, employee personal files, employment compliance related files and other HR related records.
- Preparing JD of employees & update the same.

5. Performance Management-

- Support the appraisal process & ensure timely completion.
- Handling increments appraisal Letters for all and coordinating for their distribution.

6. Employee Relation and Welfare -

- Develop and implement employee engagement programs to foster a positive workplace culture.
- Manage employee safety and welfare facilities.
- Address employee queries and provide assistance with HR-related issues.
- Support the HR Manager in managing employee relations, conflict resolution, and disciplinary actions.

7. Training & Development -

- Managing training calendar and Updating training records.
- Coordinating training programs and professional development opportunities for employees to enhance their skills and knowledge.

8. HR Administration -

- Handling HR policies, procedures for updating.
- Handling administrative duties such as preparing invoices, vendor payments, office stationery& courier.
- Taking care of Housekeeping, maintenance, facility maintenance.
- UAN Registration UAN Activation, upload KYC.
- Update monthly shift data.

Education Qualification

- 2018: **PGDBM (Human Resource Management)** from IBMR Institute, Pune University.
- 2012 **BCS (Computer)** from B.R. Gholap Collage, Pune University.
- 2009: **12th (HSC)** from Maharashtra State Board of Education.



 **Personal Details**

Date of Birth	: 16 th May 1990
Languages Known	: English, Hindi and Marathi
Marital status	: Married
Address:	: Wakad 411057