

Objective

To work sincerely for an organization which provides me ample opportunities to grow and trust me with responsibilities, I strive to build as well as contribute to the organization success in the area of Human Resource

Job Experience**TATA Motors Limited: Quess Corp Limited****Apr 24 To Till Date****Asst. Manager – HR**

- Assisting Team Management in planning and executing with Client and Trainees’.
- Addressing Client’s & Trainees’ inquiries and resolving issues promptly
- Maintaining accurate records and documentation.
- Building and maintaining strong relationships with clients and Trainees’

STFT Finance Private Limited**May 23 To Feb 24****Asst. Manager – HR**

- Implement new hire orientation and employee recognition program which includes -
 - Coordinate with consultancies on requirement
 - Conducting interviews, walk-ins, Telephonic rounds
 - Negotiation on offer to selected candidates
 - Generate Offer Letter/Appointment letter
 - Joining & On boarding Formalities
 - Candidate’s document collection

Kotak Mahindra Bank: T&M Services Consulting Pvt. Ltd.**May 19 to May 23****HR – Relationship Management**

- Analyze attrition data and develop strategies to manage & reduce the attrition
- Trace the records of account details of employees, their attendances/absence for smooth salary payments. Handling the queries related with employees’ salary.
- Execute any other assigned duties as per business requirements.
- **Worked on Project during Pandemic – which includes:**
 - Get in touch with all the employees and management; enquire about their health and their family members, their current location.
 - In case of Covid-19 Positive cases, trace their current health situation, hospitalization periods, Home quarantine etc.
 - Get all the information in case of death of employee or their family members and maintain all the records.

HR – Talent Acquisition

- Implement new hire orientation and employee recognition program which includes -
 - Get details from business on vacant positions
 - Coordinate with consultancies on requirement
 - Conducting interviews, walk-ins, Telephonic rounds
 - Assessment of tests of candidates
 - Negotiation on offer to selected candidates
 - Generate Offer Letter/Appointment letter
 - Joining & On boarding Formalities
 - Candidate’s document collection & verification

TeamLease Services Pvt. Ltd.**Sep 17 to May 19****HR Operation Executive**

- Execute the Formalities from Joining, On-boarding
- Updating of Bank & KYC details & Provident Fund Queries
- Candidate’s document collection
- Managing and maintaining employee database(MIS)

Professional Expertise

Conducting Interviews
 Joining Formalities
 Onboarding Formalities
 Exit Formalities
 Salary Negotiation
 Analyze attrition data

Academic Qualification

S.S.C.	2009
H.S.C.	2011
Bachelor of Commerce	2014

Hard Skills**Typing Speed:**

English: 40w.p.m.

Marathi: 30 w.p.m.

Soft Skills

Positive Attitude
 Problem Solving
 Time Management
 Multi-Tasking
 Work Ethic

Computer Knowledge

- MS Excel
- Course on Computer Concept
- Advanced Tally plus 9.0
- DeskTop Publishing (DTP)

Personal Details:**Date of Birth** – 13 March 1994**Current Address**– Dhanori Road, Pune, Maharashtra 411 015**Permanent Address** – Phaltan, Dist. Satara , Maharashtra – 415523**Marital Status** – Unmarried**Language Known**– English, Hindi & Marathi