

ABHISHEK ASHOK KUMBHAR



CONTACT

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🏠 20-01-1995

OBJECTIVE

Exited about the opportunity to work with a dynamic & efficient organization. Dedicated HR Executive hoping to use strong organisational skills & knowledge of HR activities to advance career in a new role.

SKILLS

- Computer Proficiency Skills.
- Tally ERP.
- Certified Typing Skill (English & Marathi) 90% Accuracy.
- Communication Skills.
- Learning And Adaptability
- Self Management.
- Problem Solving

INTERESTS

- Cooking
- Football
- Books Reading

LANGUAGE

- ✓ English
- ✓ Marathi
- ✓ Hindi

PROFILE SUMMERY

HR Executive

As a HR professionals with 1.7 years of experiance with knowledge in PF & ESIC, Cmpensation & Benefits, Attendance Management, Employee Records, Documentation, Assist. with Payroll Department, Employees FNF Process, Other official tasks.

EDUCATION

Shivaji University, Kolhapur.

MBA (HR & FINANCE)

58 %

2019

Shivaji University, Kolhapur.

B.com (Accountancy)

65 %

2015

ACADEMIC PROJECT

Study On Employees Motivation

- Study On Employees Motivation project with "Gholape Multispecialist Hospital", Kolhapur.
- Employee motivation is the level of energy, commitment, and creativity that a company's workers bring to their job.
- Strengthen Workplace Culture.
- Provide Mentorship and Training Opportunities.
- Improve Employee Relations.
- Destribute Workload Evenly.

EXPERIENCE

METROSHINE SECURITY FORCE PVT LTD, PUNE.

ROLE : HR EXECUTIVE

RESPONSIBILITIES :

- Hiring of employees as per organization requirements.
- Employees joining & exit formalities.
- Compliance Handeling.
- UAN genration.
- ESIC Registration.
- Assist the payroll department for the salaries of staff & employees.
- Attendance Management.(Physical & Excel with applying Formulas)
- Documentation.
- Employees Records Maintain.
- ID Cards. (Temprory & Permanant on Coral Draw)
- Multiple Salary Slips.

May 2022 -

2023- Still Working

UNIVERSAL PERSONNEL SECURITY TRAINING AND ALLIED SERVICES, KOLHAPUR.

ROLE : ASISTANT HR & ADMIN.

RESPONSIBILITIES :

- Maintaining Training Documents.
- Handel PF Physical Cases.
- UAN Genration.
- ESIC Registration.
- ECR Working.
- Attendance Records.
- Documents Verification.
- Joining & Exit formalities.

June 2021 -

January 2022