

# ASMITA MIRASHI

Email ID: [asmitamirashi2@gmail.com](mailto:asmitamirashi2@gmail.com) Mob: +91 7350295371

Kolhapur, Maharashtra

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## PERSONAL PROFILE

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Successful human resource candidate with expertise in employee recruitment, training and payroll management. Adept at building and maintaining positive relationships with employees and management. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## SKILLS

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- Payroll Coordination
- Recruitment
- Recruitment Strategies
- File and Records Management
- Training Development
- Team Building
- Candidate Sourcing
- Talent Management
- Employee Engagement
- Communication

## WORK HISTORY

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**January 2023 – July 2024**

**Shree Ganesh Cables, Kolhapur**

**1. Recruitment and Staffing:**

- Develop and implement effective recruitment strategies.
- Posting job openings on various platforms.
- Conducting job analysis and creating job descriptions.
- Conducting End-to-End recruitment process.
- Conduct job interviews and evaluate candidates.
- Directed job fairs to bring in local talent for long term and seasonal positions.

**2. Employee Relations:**

- Address employee concerns and conflicts.
- Conduct investigations and resolve workplace issues.
- Promote a positive and inclusive work environment.

**3. Training and Development:**

- Identify training needs and coordinate employee-training programs.
- Facilitate professional development initiatives.
- Managed staff and oversaw completion of tasks and initiatives.

**4. Employee Engagement:**

- Plan and execute employee engagement initiatives.
- Conduct surveys and gather feedback to improve employee satisfaction.
- Organize team-building activities and events.
- Coordinate and engaged with leadership in planning and organizing calendars, events and activities.

#### **5. Workplace Health and Safety:**

- Ensure compliance with health and safety regulations.
- Develop and implement safety programs.
- Respond to and investigate workplace incidents

#### **6. Employee Recognition and Rewards:**

- Implementing employee recognition programs.
- Administering reward and recognition initiative.

### **INTERNSHIPS**

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**Menon and Menon Limited, Kolhapur**

**(Dec, 2021-Feb, 2022)**

**HR Intern**

Employee's engagement & work satisfaction, digital survey, personal interviews

### **EDUCATION**

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**CSIBER College, Kolhapur**

**(2020-2022)**

**Master's in Business Administration (HR & Environment)**

Percentage – 78.5%

Key Modules – Human capital management, Employee relations, HR Management, Corporate Psychology

**Shivaji University, Kolhapur**

Diploma in Japanese Language

Certificate course in Japanese Language

**Rajaram College, Kolhapur**

**Bachelor of Science (B.Sc.), Industrial Microbiology**

Percentage – 62.80%

### **WORKSHOPS & CONFERENCES**

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**Mahindra pride classroom workshop on 'Employability Skill Program's (2023)**

Team management, Interviewing techniques and conduct

**AMALIT-IQAC International Conference on 'The New Normal: Crisis Resilience & Re-invention' (2022)**

Business practices, Post-pandemic changes, Modern practices

### **EXTRA CURRICULAR ENGAGEMENT**

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**National Service Scheme(NSS) –2 years of certified volunteering**

Social Work, Volunteering

**Member at Rotract Club of Kolhapur**

Social Work, Volunteering