



# Rutuja Mane

HR ASSISTANT  
Payroll  
Administration

## Contact

+917757820949

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A/P Rajache kurle, Tal-Khatav Dist-Satara.

## About Me

I am honest, self motive and hard working person to word my career and life. My short term goal is get a job reputed company and long term goal is achieve good position in our organisation.

## Skills

- Project Management
- Project Management
- Problem Solving
- Creativity
- Situation handling skills
- Leadership

## Education

- \*S.S.C:\* Shivaji University Kolhapur  
Shiri Girjashankar High school Rajache Kurle. 2018, % 83.80%
- \*H.S.C:\* Sadguru Gadge Maharaj College  
' Karad. 2020, % 56.60%
- \*B.COM:\* Sadguru Gadge Maharaj  
College ' Karad. 2022, % 72.03%
- MBA II : Shivaji University Kolhapur.  
Jaywant Institute of Management  
wathar 2024-25 , Apper

## Experience

- \*Designation \*: HR Assistant
- \*Company Name \*: UGC SUPPLY CHAIN SOLUTIONS PVT. LTD.
- \*Duration \*: 22 july 2024- PRESENT
- Assisted in the recruitment process, including posting job openings, scheduling interviews, and coordinating with candidates.
- Managed employee onboarding procedures, ensuring a smooth transition for new hires.
- Maintained accurate employee records, including personnel files and benefits information.
- Provided administrative support, including data entry, filing, and document management.
- Assisted with benefits administration, answering employee inquiries and facilitating open enrollment.
- Handled employee relations matters, addressing inquiries and concerns, and promoting a positive workplace environment.
- Ensured compliance with HR laws and regulations.
- Proficient in HR software and systems for payroll, time tracking, and record-keeping.
- Generated HR reports and conducted data analysis for HR managers.