



MISS. ASHLESHA Y. PATIL

HUMAN RESOURCE & ADMIN

Self-motivated professional with 4 years of Human Resources and administrative experience in a manufacturing firm. Currently seeking a human resource position to utilize strong communication and management skill.

PROFILE SUMMARY

MANPOWER PLANNING

- Plan Manpower in the organization as per requirement.
- Usage of the Manpower Model to decide the hiring number considering cost, Hire the complete spectrum of manpower required in the organization.
- Perform sourcing to fill open positions and anticipate future needs
- Understanding the requirement and accordingly drafting a job description and getting it approved by the concerned.
- Shortlisting profiles as per necessary requirements
- Interview coordination with HOD's timely closure of positions.

RECRUITMENT, ORIENTATION & INDUCTION

- To recruit eligible candidates for the right position within the specified time as per requirement.
- Using Internal sources & External sources.
- Screening the candidate from the collected data.
- Planning as per the job vacancy & information about the nature of the targets of the job that specify (a) number, and (b) type of applicants to be contacted.
- Ensuring all Joining formalities, issuance of appointment letters, I cards, & Joining kit are done within timelines.
- Production floor manpower allocation is based on the requirements of HOD.
- Giving induction training to the newly joined employee about organization structure, business, history, future plans, rules, and regulations for day-to-day working.
- To make arrangements for ID cards, Bank A/C opening, PF Nomination Forms, and Business Card.

MIS PREPARATION

- Maintained an MIS on the hiring, Training & Kaizen status, & closures done for a quarter/year.
- Responsible for the preparation and compilation of HR Monthly MIS.
- Company Required Vs Deployed MIS
- Preparing weekly/ monthly reports and presentations given to Group Head and M.D.

EDUCATION

- **2012 - 2014**
SRTM University
M.Sc- Industrial Microbiology
- **2016-2018**
Shivaji University
MBA-HR

CERTIFICATE

- MS-CIT Course in Jan 2014
- Payroll Certificate Course in Dec 2020

WORK EXPERIENCE

- **Avians Innovation Technology Pvt Ltd**
Role: HR-Sr.Executive
April-2023- Till Date
- **Prompt Consultants**
Role: HR-Executive
March-2022- April-2023
- **Potential HR Solution**
Role: HR-Executive
Aug-2021- Feb-2022
- **Valveworks India Pvt Ltd**
Role: HR- Assistant
June 2018- Jan 2020

KEY SKILL

- Analytical Thinking
- Creative Mind
- Leadership Skills
- Problem Solving Skills
- Passion for Learning
- Time Management

PERSONAL SKILLS

- Awareness of Ethical Issues
- Disciplined
- Practical
- Self-motivated

LANGUAGE

- ENGLISH
- MARATHI
- HINDI

HOBBIES

- Dancing
- Listening music
- Drawing & painting
- Cooking

PERSONAL INFORMATION

- **Marital Status:** Single
- **DOB:** 26.10.1990
- **Number:** 9763242580
- **Email:**
p.ashlesha10@gmail.com
- **Address:** GK Silverland,
Ravet, Pune- 412 010

ATTENDANCE & PAYROLL

- Responsible for attendance for the whole factory.
- Processing the salary, checking the P.F., P.T., & other Deductions.
- Documentation of all Payroll records, sending the salary statement for bank transfer.
- Permission for ½ day / Leave letter/ incentive/attendance bonus, & ensure the same on a daily basis.
- Maintain Over Time notebook and get the signatures of employees, Supervisors, Plant Head, HR Head, & security to ensure the accuracy of reports.
- Manage attendance of biometrics & Software on a daily basis.
- Full and Final Settlement of Exit Employees, Ensuring timely payment of Gratuity disbursement of Cheques.
- Resolving employee queries related to their salary, salary slip, PF, ESIC & others.

OPERATIONAL

- To maintain employee master data and personal files.
- Responsible for employee communication for any notice and maintaining discipline in the organization.
- Keeping track & Maintaining all statutory requirements in Hard copy and Softcopy of the organization.
- Ensure safety norms followed in the organization
- Monthly Arrangement of Stationery material, Housekeeping material, Medicine, and pantry management, Canteen Management, Transport Management, monthly bill checks.
- Addressing any employment relations issues, such as work complaints, & harassment allegations.
- Organized medical examinations for the company members and contract labor.
- Organizing Employee welfare programs such as Birthday celebrations, Blood donation camps, Festival Celebrations distributing sweets, Sports & Best performer awards, etc.
- Hotel room booking for the company's guest
- Provide safety training & Equipment for employees, workers, guests, and visitors.
- Assist audit APT Q1 9th Edition Internal & External. Maintain documents as per audit requirements.

TRAINING & DEVELOPMENT

- Organizing skill and behavioral training as per the requirement.
- Ensuring that the annual performance evaluation is been done by the department heads training is provided for the required employees based on the evaluation metrics.
- Scheduling and coordinating the training as per the calendar & taking feedback from the employees.