



MISS. ASHLESHA Y. PATIL

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SUMMARY

HR professional with 05 years of experience in Recruitment, Training and Development, integration of HR policies-processes, MIS Reporting, Performance management system, Statutory compliances, Manpower planning, Organization Development initiatives, HR Auditing, Budgeting, Employee Engagement. Compliances and admin activity.

Self-motivated and adaptive professional possessing communication, multi-tasking skills, with ability to work under pressure.

PROFILE SUMMARY

Manpower Planning, Orientation & Induction

- Job Portal handling like Naukri.com, indeed.com, apna.com, Cold calling to candidates, Sourcing, screening, shortlisting, selecting
- Using Internal sources & External sources.
- Ensuring all Joining formalities, issuance of Offer & appointment letters, I cards, & Joining kits are done within timelines.
- Giving induction training to the newly joined employee.
- To make arrangements for ID cards, Bank A/C openings, PF Nomination Forms, & Business cards

Attendance & Payroll

- Attendance calculations using biometric as well as using attendance register.
- Employee Leave data management, Leave encashment, PL,CL,SL Leaves calculations, Late marks, Leaves Carry forward record.
- Maintain Over Time notebook and get the signatures of employees, Supervisors, Plant Head, & security to ensure the accuracy of reports.
- Generated weekly and monthly attendance reports, identifying patterns of absenteeism and presenting actionable insights to management.
- Managed end-to-end payroll process of employees, ensuring timely and accurate salary disbursement.
- Administered payroll systems, including data entry, calculations, and tax deductions.
- Coordinated with HR and finance teams to ensure accurate employee data and payroll compliance.
- Maintained accurate payroll records, including employee attendance, leave balances, and overtime hours.
- Ensured confidentiality of sensitive payroll information and compliance with data protection policies.
- Led the implementation of new payroll software (GreytHR) to improve payroll efficiency and accuracy.
- Optimized payroll processes to reduce errors and improve timeliness of payroll processing.
- Trained staff on new payroll system features and best practices.
- Communicated with employees regarding payroll-related inquiries and concerns.
- Generating of Payslips and automatic distribution via software.
- Making of ESIC Report, IP Number Generation, Online ESIC Return Filing, ESIC Calculations, Dispensary details, ESIC claims information. PT: Making of PT(Professional Tax) Report, Online Return Filing of PTRC and PTEC, PT Calculations. LWF: Making LWF(Labor welfare Fund)Report, Online Return Filing of LWF

Exit formalities for Employee

- Ensured timely and accurate processing of final settlements for employees leaving the organization.
- Coordinated with HR, finance, and other departments to facilitate smooth settlement processes.
- Computed final dues including unpaid leave, bonuses, retirement benefits, and severance pay.
- Verified outstanding advances, loans, and deductions to settle accounts.
- Managed the clearance process, including asset retrieval, return of company property, and access revocation.
- Ensured smooth exit interviews and completion of all administrative formalities
- Ensured proper documentation of resignation, release letter, and other legal requirements.
- Coordinated with the finance team to process payments for final settlements, including provident fund (PF) and gratuity.
- Communicated clearly with employees regarding the final settlement process, timelines, and expectations.
- Addressed employee queries and concerns related to the settlement efficiently.
- To send Exit feedback analysis of left employees to manager.
- To conduct Exit interview.

KPI Preparation (Key Performance Indicators)

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

Training & Developments

- Mapped training needs and organized training programs on monthly basis and weekly basis to be conducted by the company in coordination with HR to keep the skills levels of the workforce up-to-date.
- 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.
- Update training records and maintain a database of various training conducted and provide data for matrices to keep assessing the HR process.
- As per the training calendar, arrange the training programs for employees.
- Maintaining the individual employee's training record.

Performance Evaluation and Review

- Conducted performance appraisals for employees, assessing individual goals, achievements, and areas for improvement.
- Led annual performance review meetings, ensuring constructive feedback and goal-setting.
- Collaborated with department heads to identify performance metrics and KPIs.
- Provided feedback and coaching to employees based on performance appraisals, promoting professional growth.
- Identified skill gaps and coordinated with HR to arrange training programs aimed at improving performance.

Operational

- Responsible for employee communication for any notice and maintaining discipline in the organization.
- Monthly Arrangement of Stationery materials, Housekeeping materials, Medicine, and pantry Material.
- Canteen Management, Transport Management, monthly bill checks & follow-up for payment.
- Managed welfare activities and initiatives in the organization Uniforms, festivals, events, Birthday celebrations, Blood donation camps, Medical check-ups, Sports

PROFESSIONAL EXPERIENCE

Avians Innovations Technology Pvt Ltd

Role: HR-Sr.Executive

April 2023- December 2024

Potential HR Solution

Role: HR-Executive

August 2021- February 2022

Prompt Consultants

Role: HR-Executive

March 2022- April 2023

Valveworks India Pvt Ltd

Role: HR- Assistant

June 2018- January 2020

PROFESSIONAL COURSES

MS-CIT Course- Jan 2014

Payroll Certificate Course- December 2020

Compliance Courses- December 2024

SKILLS

- ✓ Time Management
- ✓ Leadership skills
- ✓ Problem Solving skills
- ✓ Disciplined
- ✓ Practical
- ✓ Self-motivated

ACADEMIC CREDENTIALS

2016 - 2018 | Shivaji University

Master of Business Administration - Human resources

2013 - 2014 | SRTM University

Master of Science - Industrial MicroBiology

2010 - 2012 | Shivaji University

Bachelor of Science - Industrial MicroBiology

PERSONAL INFORMATION

Date of Birth: 26th October 1990

Marital Status: Single

Languages Known: English, Marathi, Hindi

Hobbies: Dancing, Drawing, Cooking

Hometown: Kolhapur

Current Location: Ravet, Pune