

Kunal khomane

Human Resource

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Career Objective

Contribute to the smooth functioning of HR operations by utilizing my skills in administrative support, data management, and process optimization. Eager to support the HR team in improving employee experience, streamlining HR processes, and ensuring compliance with company policies. Seeking to grow professionally while helping the organization achieve its HR goals.

Work Experience

HR Executive	Oct-2023 -March-2024
Hudson Agile Ventures Pvt Ltd	6(Month)
<ul style="list-style-type: none">A dedicated HR Operation with [6 month] of experience in Hr operation, employee relations, performance management, and HR administration. Skilled in fostering positive work environments, enhancing employee engagement, and supporting organizational growth through effective HR practices. Experienced in managing the full employee lifecycle, from hiring to onboarding, and resolving employee concerns. Committed to promoting a culture of inclusivity, improving HR processes, and aligning talent strategies with business objectives for long-term success.	
(HR) Trainee Apprentice	Aug-2020 – July-2021
Cummins India Ltd	1 (Year)
New Candidate documentation Handling joining formalities, Induction, employee record and file generation, Assigning employee, no, administration maintain new employee record. Manage general administration tasks such as filling data entry and document organization.	

Key Skills

- Recruitment (job portals)
 - Joining Formalities (onboarding)
 - Leave Management
 - Compliance Management -PF, ESIC, LWF, Professional tax Bonus Gratuity, Payroll CTC Structure, Exit formalities, HR Audit, GreytHr Software,
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Technical and Soft Skills

- Employee Records Management
 - Expertise in Software, Microsoft Word, Excel, and Power Point.
 - Good understanding with Job Portal/website.
 - Good Management and planning skills. Objection handling skills
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Education

Master of business administration (MBA): Human Resource Management / Operation Supply Chain Management Savitribai Phule Pune University **2022**

Certificates

National Apprenticeship Certificate
