

Akanksha
Chindarkar

Date of Birth: April 23th, 1993

Contact: +91-9356598084

Address: - Chintamani Hou. Society,
Near KF Bio Plant, In front Of Lakshmi
Villa, Keshav Nagar Manjari Road.
Pune- 412307

Email ID:
jadhavakanksha2021@gmail.com

Languages Known:
English, Hindi and Marathi

Nationality:
Indian

Marital Status:
Married

Key Competencies & Skills:

- GreytHR
- Labour Laws
- Payroll Processing
- Salary Processing
- Attendance Management
- Statutory Compliance
- HR Generalist Activities
- HR Administration
- HR Operations
- Coordination Recruitment
- Joining Formalities
- Payroll Management
- Zimyo software
- ATS

Computer Skills: -
MS – OFFICE

Interests:
➤ Travelling to new places is something I love.

Profiles Recruited: -
➤ SEO
➤ PPC analyst
➤ HTML Developer
➤ Wordpress Developer
➤ Social Media Executive
➤ BDM

HR Executive

With a robust MBA HR background and 2.7 years of HR experience, I offer expertise in recruitment, employee relations, payroll, Attendance management and HR policy development. I excel in cultivating positive work culture, ensuring labour law compliance, and driving HR initiatives to boost organizational success. My keen eye for talent and focus on company objectives make me adept at contributing effectively to a dynamic organization's HR function. I am actively seeking opportunities to leverage my HR skills and drive impactful contributions to a progressive company

- **PROFESSIONAL SNAPSHOT**

Internship (Statutory Compliances)

- **The Orbis School: - Jan 2024 – April 2024**

I have Successfully completed 4 Months of Internship in above organisation in which independently I have handled 187 no. employees. I was responsible for below Responsibilities: -

- Attendance Managements
- Handling Employee Queries
- Gathering Payroll Inputs and Run Accurate Payroll
- Employees Documents Check and Maintain in File as per CBSE guidelines
- Statutory Compliance – PF
- ATS
- Zimyo HRMS Handled.
- Exit Formalities & FnF.

Dexcel Digital Hub Pvt Ltd.

Designation: HR Executive (Feb 2023 - Sep 2023)

Key Responsibilities:

- Recruitment utilizing various sourcing methods like referring Internal Database, Employee referrals and from various job portals (Naukri, LinkedIn).
- Co-ordinating with candidates for interview & conducting telephonic interview before short listing candidates.
- Rolling the various kind of letter i.e., Offer Letter, Experience Letter, Relieving letter
- Induction & Onboarding
- Maintaining Employees Files
- Solving Employees Queries
- Attendance & Payroll by using Greyt-HR Software
- Exit Formalities
- Full and Final Settlement

SALETIFY Marketing, Pune:

Designation: HR Executive (Dec 2021-Dec 2022)

Key Responsibilities:

- Recruitment utilizing various sourcing methods like referring Internal Database, Employee referrals and from various job portals (Naukri, LinkedIn).

- Teachers
- Admin
- HR
- Telecaller
- Research Analyst

- Co-ordinating with candidates for interview & conducting telephonic interview before short listing candidates.
- Rolling the various kind of letter i.e., Offer Letter, Experience Letter, Relieving letter
- Induction & Onboarding
- Maintaining Employees Files.
- Solving Employees Queries
- Attendance & Payroll
- Exit Formalities
- Full and Final Settlement

ITology Inventor Pvt Ltd, Navi Mumbai:

Designation: HR Executive (Feb 2017 – Nov 2017)

Key Responsibilities:

- In-house recruitment as per companies’ guidelines and requirements.
- Posting job ads and organizing resumes and job applications.
- Screening and shortlisting of candidates for interview.
- Coordinate with the internal concern department for feedback about candidate selection.
- Ensuring Candidates background and reference checks are completed.
- Orientation and joining formalities by issuing appointment letter, offer letter, assessment, workstation set up etc.
- Induction and Onboarding.
- Manually attendance and leave record management.
- Maintain good relations between management and employees.
- Exit formalities by issuing relieving and experience letter

PROFESSIONAL SNAPSHOT

- MBA (Human Resources) from Pune University (2014-2016)
- B.Sc. (Chemistry) from Pune University (2010-2013)
- H.sc (Science) from Maharashtra Board (2010)
- SSC from Maharashtra Board (2008)

CERTIFICATION

- **HR - PAYROLL - HR Remedy Training Institute (Oct 23 – Dec 23)**
 - 1) Payroll
 - 2) Statuary Compliance
 - 3) Labor Laws

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned.

Akanksha Chindarkar