

Mrunmyi Joshi

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Summary

Trustworthy with total 4 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines.

Experience

HR Executive (8 May 2023 to till)

Kaka Halwai Sweet Center

Responsibilities:

- Handling Various job portals and posted job on it.(Naukri, work India)
- Sourcing and Screening candidates resume.
- Taking Primary round of interview.
- Schedule interview with Director.
- Negotiating job offers & compensation packages with candidates.
- Joining Procedures.
- Documentation.
- Onboarding.
- Induction of new joiners.
- Developing HR policies.
- Performance review procedures.
- Attendance & Leave management.
- Payroll management.
- Employee Relationship management.
- PF & ESIC - Update details of employee on UAN portals, Coordinate with concern Person.
- Maintaining database and personnel files of employees.

HR Recruiter

(Sep 2022 to 10 Feb 2023)

Travions Technology Pune(IT Recruiter- Freelancer)

Responsibilities:

- Handling Various job portals and posted job on it.
- Sourcing and Screening candidates resume.
- Scheduled interview with clients.
- Taking follow up from both employer and candidates.
- Salary negotiation.
- Email Drafting.
- Provide training and handled 2 HR Co-Ordinate members of team.
- Assigned work to them.

HR Intern(Jun 2022 to Aug 2022)

Data Trained Education — Noida(Non IT)

- Sourcing & Screening resumes of candidates.
- Recruitment of candidates.
- Taking follow up of candidates.
- Used outstanding time-management abilities to consistently complete work within assigned deadlines.
- Created complete records for new hires by maintaining excel sheet.
- Email Drafting is done.

Trainer

(Mar 2015 to Dec 2016)

SUN COMPUTER — Pune

- Completed frequent assessments of training materials, structure and success rates in order to enhance programme.
- Created successful training courses based on evaluation of student needs.
- Provided additional materials to enhance training.
- Allocated resources, budgets and trainers to meet programme goals.
- Assessed training needs of individuals and organisations and helped set up programs to meet needs.
- Documented participant attendance, engagement and progress.

Bank Cashier

Sep 2013 to Nov 2014

Mandeshi Co Operative Bank — Pune

- Counted and processed cash deposits with meticulous accuracy, minimising risk of discrepancies.
- Maintained extensive knowledge of banking products and services to deliver optimal customer guidance.
- Handled customer cheques appropriately, ensuring swift processing and deposit.
- Provided flexible working patterns to best meet demands of busy banking environments.
- Updated customer account details accurately and efficiently, ensuring reliable records.
- Greeted customers warmly and professionally, maintaining faultless bank reputation.
- Guided customers using self-service points, enhancing bank efficiency during peak times.

Skills

- Calendar management
- Employer liability insurance knowledge
- Executive presentation development

Education

- Certificate of Higher Education, HR2022
- Data Trained Education — Noida
- This is concerned with manpower planning, recruitment, selection, placement, transfer, promotion, training and development, layoff and retrenchment, remuneration, incentives, productivity

Dissertation in

*Recruitment and Hiring.

*Training and Development.

*Employer-Employee Relations.

*Maintain Company Culture.

*Manage Employee Benefits.

*Create a Safe Work Environment.

*Handle Disciplinary Actions.

*Handling Payroll.

Master of Science, Management 2011 IMCC Pune — Pune

Bachelor of Science, Computer language 2009 VPASC — Baramati

