



# AARTI GHODKE

## HUMAN RESOURCE MANAGEMENT

### PROFILE

Dynamic HR Executive with 6.9 years of comprehensive experience in IT and industrial sectors. Expertise in managing end-to-end HR operations, talent acquisition, and employee relations with a proven ability to enhance organizational effectiveness. Recognized for exceptional problem-solving skills, fostering team collaboration, and cultivating a positive workplace culture. Committed to driving strategic HR initiatives that align with business goals and contribute to overall organizational success.

### WORK EXPERIENCE

- HR Executive** 2023 - PRESENT  
Praman Proserv Technologies India Pvt. Ltd. | Kharadi, Pune

Praman Proserv Technologies is a product and service-based company focused on cloud-based solutions, including LocalCircle, SmartAIMS, Remsys Payroll, and Stamper.

- **Comprehensive Recruitment and Onboarding:** Spearhead the entire recruitment process, from job postings to onboarding, ensuring a seamless transition for new hires and alignment with organizational culture and values.
- **Employee Relations and Conflict Resolution:** Proactively address employee concerns and conflicts, implementing effective resolution strategies to maintain a harmonious workplace and foster strong employee relationships.
- **Strategic Workforce Planning:** Collaborate with management to assess staffing needs and develop strategic workforce plans that align with business objectives and growth initiatives.
- **Payroll and Salary Administration:** Expertly manage salary administration, including leave calculations and time office attendance, ensuring accuracy and compliance with organizational policies and regulations.
- **HR Analytics and Reporting:** Generate and analyze HR metrics and trends to provide actionable insights for management, enhancing decision-making and strategic planning.
- **Policy Development and Compliance:** Design and implement HR policies that meet legal requirements and support company objectives, ensuring compliance and best practices across the organization.

### CONTACT

+866-935-1502

aarughodke5@gmail.com

Manjari Budruk, Pune,  
Maharashtra

<https://www.linkedin.com/in/aarti-ghodke-596a7a218/>

### EDUCATION

- Master of Business Administration in Human Resource Management
- Bachelors of CommerceDr. Baba SahebAmbedkar University
- Higher Secondary School Certificate
- Secondary School Certificate

### SKILLS

- Recruitment
- Job Portal Handling
- Grievance Handling
- Compliances Activities Like PF, ESIC, TDS, PT, LWF
- Payroll And Salary Disbursement
- Leave Management
- Employee Engagement & Appraisals
- Screening and Interviewing

## PROJECT HANDLED

- Worked with “Midas Care Pharmaceuticals Pvt. Ltd.” Aurangabad as a Intern H.R. & Admin from 15th May 2020 till 15th July 2020. MidasCare is one of India's most dynamic, youthful and fast-growing pharmaceutical companies. MidasCare working on R&D, manufacturing services and our products across healthcare, personal care, home care and auto care help create a better life and increased value
- The task assigned related to the Human resources includes, Handling primary recruitment procedure, employee attendance, employee surveys and various HR related task.
- Study of performance appraisal system

## CERTIFICATES

Event Management

AAGNEYUM

WOMEN ENTREPRENEUR EXPO.2020

## LANGUAGES

- English
- Marathi
- Hindi

- Performance Management Systems: Develop and oversee performance management frameworks, facilitating goal-setting, regular evaluations, and constructive feedback to drive employee engagement and performance improvement.
- Employee Engagement and Culture Building: Initiate and organize activities and programs to enhance employee engagement, promoting a positive workplace culture that encourages collaboration and innovation.
- Proficiency in HR Software Solutions: Leverage expertise in Remsys Payroll Solution and other HR software tools to streamline HR processes, improve efficiency, and enhance employee experience.
- Leadership in Monthly AHM Meetings: Lead monthly project updates and discussions with cross-functional teams, ensuring alignment on HR initiatives and addressing organizational challenges collaboratively.
- Training and Development Oversight: Identify training needs and coordinate skill development programs to enhance employee competencies and support career growth within the organization.
- Health and Safety Compliance: Implement and monitor health and safety protocols, ensuring a safe working environment and adherence to regulatory standards.
- Change Management Facilitation:\* Support organizational change initiatives by effectively communicating changes to employees and providing necessary resources to ease transitions.

- **HR Admin** 02/2022 - 02/2023  
Efficient Globtech Solutions Pvt. Ltd. | Magarpatta, Pune

- Talent Acquisition and Onboarding: Spearheaded the recruitment process for IT roles, utilizing targeted sourcing strategies to attract high-caliber candidates. Conducted thorough onboarding programs to integrate new hires effectively into the company culture.
- Payroll and Compensation Management: Oversaw payroll processing for technical teams, ensuring accurate calculations of salaries, bonuses, and statutory deductions while adhering to compliance regulations.
- Employee Benefits and Wellness Programs: Managed employee benefits administration, including health insurance, retirement plans, and wellness initiatives, ensuring that employees understood their options and received necessary support.
- Performance Management Systems: Designed and implemented performance evaluation processes tailored to the unique dynamics of software development teams, fostering a culture of continuous feedback and professional growth.
- Learning and Development Initiatives: Assessed training needs and coordinated skill development programs focused on emerging technologies and industry best practices, enhancing team competencies in software development and IT services.
- HR Policy Development and Compliance: Developed and enforced HR policies specific to the IT industry, ensuring compliance with labor laws and best practices while preparing the organization for audits.

## OTHER INTEREST

- Like to learn new things
- Interested in Digital Marketing
- Listening Music
- Playing Volleyball

## PERSONAL & PROFESSIONAL STRENGTHS:

- Easily adapt to new environment and make new friend quickly. Good Interpersonal skill, Communication Skill.
- Self-Discipline, Honest, Patience, Punctual.
- Adaptable to the change according to surrounding. Leadership Quality, problem solving.

## PERSONAL DOSSIER:

**Permanent Address:** - Plot no. 01. Gut No 48, Bajaj Nagar, MIDC, Waluj, Aurangabad.

**Date of Birth:** - 11th Dec 1996.

**Marital Status:** - Unmarried.

**Language Known:** - Marathi, English, Hindi (Write & Speak).

**Email -ID:** - [aarughodke5@gmail.com](mailto:aarughodke5@gmail.com)

**Mobile No.:** - 8669351502.

- Employee Engagement and Retention Strategies: Championed initiatives aimed at boosting employee morale and retention, including team-building activities, recognition programs, and feedback mechanisms.
- HR Analytics and Reporting: Utilized advanced Excel and HR analytics tools to track key performance indicators, generating reports that supported strategic workforce planning and informed management decisions.
- Collaboration with Technical Teams: Worked closely with software development and project management teams to understand HR needs and facilitate smooth resource allocation and team dynamics.
- Health and Safety Compliance: Implemented and monitored health and safety protocols, ensuring a secure working environment for all employees in compliance with industry standards.

### ● HR Trainee Administrative

03/2017 - 01/2022

Sterlite Technologies Ltd. (Shinde Enterprises) | Waluj, Aurangabad

Sterlite Technologies Ltd. is a leading global provider of optical and digital solutions, specializing in advanced technologies for building 5G, FTTx, and data center networks.

- Payroll Management: Maintained accurate payroll records for both permanent and contract employees, ensuring timely processing of salaries, OT Claims medical claims, and compliance with statutory requirements using advanced Excel functions.
- Data Analysis and Reporting: Created and managed extensive Excel workbooks to track employee attendance, leave balances, and payroll metrics, enabling data-driven decision-making and reporting for management. Developed detailed HR MIS reports and prepared presentations for Management Review Meetings (MRM).
- Benefits Administration: Assisted in the management of employee benefit programs, including student loans, medical insurance, savings bonds, and disability programs. Provided support to employees during application and claims processes, advising on eligibility and verifying submissions.
- Statutory Compliance: Processed and submitted various statutory deductions (PF, ESIC, PT, LWF) for permanent staff and contract labor, ensuring adherence to regulations and maintaining compliance registers for audit readiness. Attended audits related to quality management systems.
- Onboarding and Orientation: Streamlined the onboarding process for new hires, including contract labor, by preparing orientation materials and conducting sessions on company policies, benefits, and compliance requirements.
- Contract Labor Management: Assisted in the administration and management of contract labor, ensuring compliance with labor laws and facilitating smooth integration into the workforce. Managed visitor records and documentation related to contract staff.
- Documentation and Record Keeping: Maintained comprehensive documentation for audits, including accurate records of employee contracts (both permanent and contract), compliance forms, and benefits enrollment. Recorded hiring, transfers, terminations, and changes in job classifications.

- **Excel Workbook Management:** Developed detailed Excel models for forecasting HR metrics and tracking employee performance, enhancing the efficiency of HR reporting processes and documentation.
- **Skill Development and Training:** Participated in various training programs to enhance HR competencies, focusing on employee engagement strategies, conflict resolution, and performance management.
- **Project Collaboration:** Worked closely with cross-functional teams on HR initiatives, supporting efforts to improve employee satisfaction and retention through feedback surveys and engagement activities.
- **Health and Safety Management:** Assisted in health and safety management initiatives and addressed employee grievances to resolve issues effectively.

## KEY SKILLS

---

- **Dynamic HR Professional**
- **Talent Acquisition & Recruitment Strategies**
- **Strategic Payroll Management & Compliance**
- **Employee Relations & Conflict Resolution**
- **Performance Management & Development**
- **HR Policy Formulation & Implementation**
- **Data-Driven Decision-Making & Analytics**
- **Benefits Administration & Employee Wellness Programs**
- **Training Coordination & Skill Development**
- **Health & Safety Compliance & Risk Management**
- **Strong Communication & Interpersonal Skills**
- **Change Management & Organizational Development**
- **Proficient in HR Software & Technology Solutions**

## TECHNICAL SKILLS

---

- **Proficient in HRIS (SAP, Workday, BambooHR)**
- **Experienced with payroll software (Remsys Payroll)**
- **Familiar with Applicant Tracking Systems (Greenhouse, Taleo)**
- **Knowledgeable in performance management tools (Lattice, 15Five)**
- **Skilled in Learning Management Systems (Cornerstone, Moodle)**
- **Advanced Excel for data analysis and reporting**
- **Document management proficiency (SharePoint, Google Workspace)**
- **Strong command of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)**
- **Understanding of employment law and regulations**
- **Familiar with cloud-based HR solutions**