



SAMIKSHA KALVE

HR EXECUTIVE



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15 February 2000

PROFILE

A highly motivated and experienced Human Resources Executive with excellent communication and problem-solving skills, committed to delivering the highest standard of HR services. A keen desire to learn new tasks and grow, looking to an organization where I can contribute in the area of Human Resources.

EDUCATION DETAILS -

- **Master in Business Administration in Human Resource.**
2021-2023
Rajgad Institute of Management Research and Development, Pune.
- **Bachelor of Science in Zoology.**
2018-2021
MES Abasaheb Garware College, Pune.
81%
- **Higher Secondary Certificate.**
MES Sou. Vimlabai Garware College, Pune.
2016-2018
65%
- **Secondary School Certificate.**
Rajgad Dynanpeeth's Dynanakur English Medium School, Pune.
2016
85%

SKILLS

- Recruiting
- Interviewing
- IT & Non - IT Recruitment
- Attendance management
- Leave management
- Negotiation skills
- Training & Development
- Onboarding skills
- Employee queries resolution
- Employee Relation management
- Handling HRMS Software

EXPERIENCE

HR EXECUTIVE

VIJAYA PH DIAGNOSTIC CENTRE PVT LTD | Sept 2023 - Till Now

- Maintenance of Leave & attendance records.
- Preparation & maintaining employee's personal record.
- Providing orientation, Induction to new recruit.
- Coordinating in training and awareness programmes.
- Maintaining training documentation.
- Follow up for effectiveness of training.
- Collecting performance appraisals from HODs.
- To manage Attendance process, monitor all punching reports and prepare / finalize payable days for salary calculations.
- Recording late attendance and submitting the report.
- To sign in new entrant at the punching machine and allot a new code number after updating the master file with his / her personal details.
- To receive and preserve over time of eligible employees, and verify with punching records.
- Preparation of salary slips as & when needed.
- Full and Final settlements – Tracking and finalization.
- To maintain new joining / left employees register and deactivation of left employees at a proper time.
- To prepare Appointment Orders and their distribution promptly.
- To prepare Experience Certificate of staff.
- Disciplinary actions: Late comers, Absent without intimation, Technical errors, misconduct, violation of rules and regulations of Hospital.
- Recruitment: Set up selection procedures and interviews of the candidates with respective HODs'.
- Any other work assigned by HR Manager.

COMPUTER SKILLS

- MS Excel
- MS Word
- MS Teams
- MS PowerPoint
- Office365

CERTIFICATIONS

- HR Management Short Course - Oxford Home Study Centre
- Application based Excel, PowerPoint & Word- EXECLR
- Digital Marketing Short Course - EXECLR

HOBBIES

- Books Reading
- Music Listening
- Travelling

LANGUAGES

- English
- Hindi
- Marathi

HR TRAINEE

IBN TECHNOLOGIES LIMITED | Oct 2022 - Aug 2023

Recruitment:

- Comprehensive knowledge of full end to end recruitment life cycle processes and taking care of entire recruitment process & negotiation over salary & job duties with the candidates.
- Sourcing to onboarding candidates of Cloud IT, marketing, finance & accounting & FOF department.
- Source profiles from various source like Naukri, LinkedIn, Monster, Intern Shala, References, Internal Database.
- Screen candidates based on job descriptions, and expectation. Perform reference checks as needed. Interact with company and understand the requirements.
- Design & implement overall recruiting strategy & promoting company's reputation as best place to work & provide complete & accurate information to candidates about company & position.
- Interact with candidate, doing initial screening. Understand their competencies & skill sets, making them understand the job role & analyze Job Profiles. Initiate Job Posting and Bulk Mailing.
- Schedule & coordinate the interview with candidate and take feedback after interview, repeat the process until the position / requirement is closed & developed relationships with local colleges and universities and community organizations to fetch candidates.

HR Activities:

- Completion of all joining formalities - issuing offer letter, appointment letter, joining formalities, induction programs, documentation, salary break up, allocation of resources.
- Carrying out Background Checks for Onboarding employees.
- NAPS ID creation, payroll processing & ID termination.
- Day to day attendance & Leave management.
- Maintain documents & personal information of employees.
- New employee ID creation, handling GreytHR software.
- Solving employees queries & employee engagement activities.
- Taking care of final settlement & exit documents.