

PROFILE

A dedicated and results-driven Human Resources professional with [1] years of experience in Payroll, employee relations, training, and Recruitment. Adept at managing the full recruitment & Payroll cycle, creating effective HR strategies, and fostering positive workplace environments. Strong interpersonal skills and a proven ability to drive employee engagement, optimize processes, and ready to glow as an HR.



CONTACT ME

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Sr.No.3, Teacher's colony, Bhakrai nagar, Hadapsar, Pune - 412308

DOB - 20th January 2002

AGE- 22

MARITAL STATUS -

Single

LANGUAGE -

- English
- Hindi
- Marathi

HRISHIKESH KALE

HR Payroll Executive



EDUCATION

SAVITRIBAI PHULE UNIVERSITY -

Bachelor of commerce.

Graduation in B.com. CGPA - 8.05

Annasaheb Magar College.

2019 - 2022

Mahadev naga, Hadapsar, Pune

411208



COMPUTER SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Payroll Systems: [List specific software, e.g., Ascent & Greyt HR]
- Maintained employee files and updated HR database with new employee information.
- Good verbal and Written communication.
- Joining and Shortlist



VOLUNTEER EXPERIENCE

- **HelpNow Ambulance Service**
- Operations Team Intern

November 2022 – January 2023 | Vikhroli East, Mumbai

Radisson Blu Resort

Recreation Department Associate

Ras Al Khaimah, UAE

International Institute of Professional Courses (IIPC Deccan)

Certificate in Human Resource Management (HRM)

JobsCruze Consultancy

HR Recruitment Executive (PAN India)

Koregaon Park, Pune

Payline Accounting Service

HR Payroll Executive

December 2023 – Present

Administering payroll processes with a focus on accuracy.

Maintaining employee records.