

Vrushali Vitthal Rajkar

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Currently doing **Advance Corporate Practical Training on HR Practices** from
"HR REMEDY INDIA" Pune from 28th November 2024 till date

HR Functional Area	Practical Work Done
Recruitment and Selection	<ul style="list-style-type: none">➤ Sourcing CVs / candidates from different job portals eg. Naukri, Monster, Timesjob.com➤ Doing mass mailing / bulk mailing from job portals➤ Doing job posting from Job portals / social networking sites➤ Conducting Telephonic / Personnel Interview➤ Shortlisting of CVs from portals and references
HR Admin	<ul style="list-style-type: none">➤ Pre-joining documentation / post joining documentation➤ Maintaining employee records➤ Attendance & leave management➤ Drafting letters➤ Preparing MIS reports➤ Office admin activities
Payroll Management	<ul style="list-style-type: none">➤ Salary Calculation➤ Shorting salary issues, if any➤ Statutory deductions like PF, gratuity➤ Generating pay slips➤ Challan filing➤ Deduction explanations, if any

Educational Credentials

Education	University	Institute	Year	%
MBA in Human resource management	Dr. Babasaheb Ambedkar University	MGM Institute of Research and Management, Sambhajnagar	2021	A+
BSC in hospitality and catering services	YCMU, Nashik	Mgm institute of hotel management and catering technology catering services.	2019	B+

Internship:

Company : HR REMEDY INDIA PVT. LTD.

Duration : Nov 2024 to till now

Work Detail :

- Sourcing CVs and candidates from different job portals eg. Naukri
 - Conducting Telephonic or Personnel Interview
 - Helping in payroll activities
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Extra-Curricular Activities :

- Participated in the community service activity in the Bhindon village.
 - Participated in co-curricular activities in college.
 - Work as Coordinator in a college event (MEGA MIND). Volunteering 29th Maharashtra state police game ceremony.
 - I had participated in food festivals twice in college.
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Personal Details:

Date of Birth : 10 Feb 1998

Gender : Female

Marital Status : Married

Languages known : English, Hindi, Marathi

Address : F205, Kohinoor tinsel county, Bhoirwadi, Phase 3 Hinjewadi, Pune.

Can Join Within : Immediately
