PRATIKSHA HANMANT RAJAPURE Katraj-411046

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Objective:

Human Resource experience with managing business operations in manufacturing organization in proficiency with biometric software handling, recruitment, payroll, training & development, and employee engagement activities.

Work Experience:

HR and Admin Assistant: - 27 /03/2023 - Present C-tech Engineers Pvt Ltd – Role & Responsibility.

Human Resources:

- * Recruitment
 - Preparation of JD for all levels with help of Seniors Mgr. / HOD.
 - End to End Recruitment and Selection Process.
- ***** Employee Relationship Management
 - Organize various events and programs to bring employees together.
 - Organize stress relief session for employees.
 - Building motivation among employees by various sources such as

Payroll Management

- Attendance collation on daily/ Weekly and Monthly basis for salary
- inputs.
- Maintaining Advance / Loan / Pay-outs and Recovery details on Monthly basis.
- Maintaining Leave records.
- Co-ordination with HR for salary related issues.
- Process exit & Final clearance.
- Insurance, annual picnic, get-together, various awards and prizes, game competitions, Employee Satisfaction Survey, Attendance Bonus,
- Promotion, Referral Policy

***** Compliance Activity

- New employees Registration PF & ESIC.
- UNA Activation.
- Online Claim.

Admin Management

- Stationary Management.
- Issue ID Cards, shoes, uniform, to employees and monitor the same
- Excellence in providing comprehensive administrative support to organizations.
- Proficient in executing the program using the limited resources.
- Time office Management.
- Managing miscellaneous bills (Contractors / out sourced Agency).

Education;

- MBA (HR) 2017-2020 Savitribai Phule Pune University 60.30%
- B.sc (Chemistry) 2013-2017 Shivaji University Kolhapur-61.56 %

Language; -

EnglishMarathiHindi

Skills: -

- Employee relation
- Technical skill
- Performance management
- Problem Solving

- Communication Skill
- Teamwork
- Decision Making

Hobbies-

- Traveling.
- Cooking.