

# VARSHA PATIL

## HR EXECUTIVE

I am seeking employment with a company. Where I can grow professionally and personally



+91 9359524335



Varshap7082@gmail.com



Pune, Maharashtra



## PROFILE SUMMARY

Proficient in HR Executive having 2 year of professional experience. Curious and proactive about learning how various human resources work. Wanted To work in a challenging environment that provides generous opportunities for learning and to work hard with full determination and dedication to achieve organizational as well as personal goals.

## EDUCATIONAL HISTORY

- **MBA**  
Jaywant Institute of Management Karad. 2021  
**GRADE A**
- **BBA**  
Shivaji University in 2019  
**Pass**
- **HSC**  
Maharashtra State Board in 2014  
**Pass**
- **SSC**  
Maharashtra State Board in 2012  
**Pass**

## SOFTWARE SKILLS

- MS- Office

## LANGUAGE SKILLS

- English
- Hindi
- Marathi

## HR SOFTWARE

- HRM

## EXPERIENCE



### GENIUS CONSULTANTS LTD.

#### HR EXECUTIVE

- Preparing the offer letter, appointment letter and complete the joining formalities and documentation.
- Conduct the on- boarding process for new employees.
- Arranged induction and training session for new and old associates
- Preparation of CTC fitment
- Preparation of statutory compliance registers
- Preparation of monthly insurance inclusion MIS for all new joined associates
- Handled onboarding to exit formalities
- Maintain HR MIS and documentation
- Maintaining client relation management
- Address associates grievances
- NAPS Registration
- Handle End to End reimbursement claim process

JULY 2023 -  
Till date

## CONTACT



+91 9359524335



[varshap7082@gmail.com](mailto:varshap7082@gmail.com)



A/P Pune, Maharashtra, INDIA.



Marital Status : Unmarried



Nationality : Indian

## COMPE TENCIES

- **Knowledge:** Hiring, Admin, HRM
- **Attitude:** Positive, Initiative, Learning
- **Skills:** Planning, Creative Thinking

## SKILLS

Team work	● ● ● ● ● ● ●
Problem Solving	● ● ● ● ● ● ●
Leadership	● ● ● ● ● ● ●
Multi-tasking	● ● ● ● ● ● ●

### NEST INFINITY PVT Ltd HR ASSOCIATE

- Handling End to End recruitment and sourcing resume through job portals.
- Preparing offer letter, complete the joining formalities and documentation.
- Generate the employee code
- Arranged induction and training session for new and old associates
- .Employee position Creation.

NOV 2022 -  
MAY 2023

### CLEAR SPACE REALTY.

#### HR RECRUITER (Internship)

- Handling End to End recruitment and sourcing resume through job portals.
- Handling Sales executive recruitment.
- Accessing candidates to ensure qualification match, cultural fit and compatibility.
- Handling job posting portals- Naukri, LinkedIn  
Arrange the interview

SEP 2022 -  
NOV 2022  
(3 month)

## INTERNSHIP EXPERIENCE

- Company- Aaheli Healthcare Pvt. Ltd.
- Topic- "Health & Safety Management"

## HOBBIES & INTERESTS

- Wall Painting
- Travelling

## DECLARATION

I hereby declared that the above written particulars are true to the best of my knowledge.



You're Sincerely,  
Varsha Patil.

• Date: \_\_\_\_\_

• Place: \_ \_ \_ \_ \_