

# RESUME



**Prachi S.Jadhav**

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## Objectives:

To obtain a position in an appreciated environment wherein my abilities can contribute to both organization and personal growth.

## Work History:

### **Asst Manager - HR Culture & Function - Peppermint Robots Pvt. Ltd - Pune** (From 25<sup>th</sup> Oct.2021 - 9<sup>th</sup> Nov.2022)

- Spearheading and driving the people strategy in synergy with business strategy
- Designing organizational structure to support the required talent demand for smooth operations as per business plan
- Building employer branding, attracting great talent and controlling attrition
- Forecasting talent requirements and overseeing hiring.
- Conceptualizing & driving Employee Engagement
- Work closely with all functions & business units to address employee issues proactively
- Building a great culture and make the Organization a Great Place to Work.
- Handling Entire HR Operations, especially Payroll and related compliance
- Analyzing compensation policies, government regulations and prevailing wage/salary rates for developing competitive compensation plans and maintaining equitable compensation system; implementing rewards & recognition programs
- Develop and implement innovative engagement schemes and HR interventions to achieve and sustain the highest engagement score
- Ensure all back-end HR operational processes are managed well in terms of TAT, accuracy, frequency & compliance leading to seamless service delivery

### **Dy. Manager - HR and Admin - Aditi Irrigation Technologies Pvt. Ltd-Pune** (From 1st Oct.2020 - 18<sup>th</sup> March 2021)

- Responsible for end-to-end recruitment, right from sourcing the candidate till offer
- Help organize and manage new employee orientation, on-boarding, and training programs
- Organize, compile, update company personnel records and documentation
- Issuing various letters e.g. - appointment letter, confirmation letter, warning letters,

- termination letters etc
- Responsible for maintenance of various database such as new hires, leaves, incentives etc
- Responsible for monthly attendance and payroll management.
- Responsible for addressing employee grievances
- Introducing and drafting various HR policies for the organization
- Plan and conduct various Employee Engagement activities for employees
- Administrative Support: Manpower management at the site and offices, Office utilities, Logistics arrangements, Facilities maintenance, Tackling all disciplinary issues with suitable action. Conduct of Timely Meetings, Vendor Management, issuing of necessary Orders, Circulars & Notices
- Working on Exit formalities such as Exit documentation, employee retention, exit interview, FNF procedure.

### **HR and Quality Analyst - Aarmarks Research OPC Pvt.Ltd-.Sangali** (From 1<sup>st</sup> July 2019 till 1<sup>st</sup> April 2020)

- Responsible for end-to-end recruitment, right from sourcing the candidate till offer
- Plan and conduct employee induction and orientation for all new joiners
- Identify and manage training and development for employees
- Introduce and implement human resources policies and procedures
- Continually educate employees on company policies (including POSH, dress code policy, and social media permissions, etc.)
- Handle employee complaints, grievances, and disputes
- Administer employee discipline processes
- Maintain the human resource information system and employee database
- Work with company CEO and/or Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
- Foster cross-functional relationships and ensure managers and employees are properly connected
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
- Promote a positive and open work environment where employees feel comfortable speaking up about issues

### **Branch Relationship Executive - SBI cards payment services Pvt.Ltd** (9<sup>th</sup> Nov.2017-9<sup>th</sup> May2018)

- Sell the products/services using various customer sales methods (Foot on street, cold calling, presentations etc)
- Meet personal and team sales targets
- Maintain and expand client database.
- Research accounts and generate or follow through sales leads
- Attend meetings, sales events, and trainings to keep abreast of the latest developments
- Evaluate customers skills, needs, and build long-lasting relationships
- Enter the activity/communication details in the Customer Relationship Management (CRM) or report to the team.
- Forecast sales, develop “out of the box” sales strategies/models and evaluate their effectiveness
- Report and provide feedback to management using financial statistical data
- Handling customers queries and complaints

**Sr.Teacher - The Tree House -Satara  
(From June2012 till June2013)**

**For Nursery Kids:**

- Primarily play-way with regular use of Montessori equipment.
- Smooth transition to formal school
- Use various method so that the kids learn certain skills like language-writing and reading readiness, fine motor and physical skills, social, cognitive - conceptual learning, mathematical, sensory, general knowledge, aesthetic and creative skills
- Conduct various activities like field trips, water play, theme days. Festival celebration etc

**For Jr. and Sr. KG Kids:**

- Preparing the child for reading, writing and mathematics
- Play-way and Montessori combined. Skills developed in this period at school like sight reading, writing upper case letters, numbers, value education, social skills, creative expressions, general knowledge, cognitive skills etc
- Conduct various activities like field trips, water play, theme days. Festival celebration etc

**Customer Service Executive - Shriram Chits (Mah) Ltd. (From 28th Jan.2009 till July 2009)**

- Scrutinizing & processing proposal form according to KYC guidelines.
- Co-ordinate with sales team for clearing the pendency's.
- Collection & receipting of renewal premium.
- Co-ordinate with HO for Endorsement and for proposal form requirement & Discrepancy.
- Booking of medical & follow-up.
- Handling Customer related quires - Cancellation of the policies, Refund the payment and Rebook the Policies, policy document related queries
- To check whether the candidates are attending their training.
- Keep the track of active agents.
- Receipting of renewal premium.
- Maintaining daily MIS for branch.
- Looking after for new Fixed Deposit & Debentures.
- Generating agency code for new agent.
- Co-ordinate with HO to resolve discrepancies & requirement for the new fixed deposition.
- Handling renewal of straight bond.
- Marinating MIS for fixed deposit & debenture.

**Customer care executive -Reliance Life Insurance Co Ltd.  
(August 2008 - February 2009)**

- Basic underwriting and collection of premiums
- Receipting in Web token, scanning with the complete proposal form along with the web token in Documentum, tracking CFR closure and getting faster issuance
- Record the enquiry, Request, and complaint in RCRM
- NB application receipting
- Collection of renewal premium. bounce, Bop's receipting the same.
- End of the day generate temporary PIS first if OK then then generate final cash and cheque. PIS
- PIS to be signed & verified regularly at day end by 2 CE-out of any error.
- Petty cash system, Voucher-Day book management
- Track on reimbursement of the voucher sent to HO
- Raise Vendor requests put into EPAY system, to be sent to HO
- Utility payment-Telephone, electricity bills.
- Creation of vendor code.

**Administrator - ICICI Prudential LIC. Ltd.  
(From 6thAug.2007 till 26th July2008)**

Adherence to administration related processes.

- Upkeep of assigned locations.
- Courier Management, Stationary/ ID & Visiting Card Handling.
- Housekeeping & Security Management.
- First Aid & Training Room Booking. • Event - Coordination & Implementation.
- Vendor Billing - Verification & Follow Up. • Maintaining petty cash for the branch.
- Co-coordinating for CPA (customer personal assistant) requirements with teamlease.
- Vendor Management such as Printers, Stationers, Security, House keeping and all office equipment related items.
- Handling Landlord and rental payment coordination
- Monthly MIS for the branch.
- Handling welcome kits and coordination for corporate gifting part
- Giving unit statements & Tax certificates.
- Receipting of renewal cheques.

**Trainee Marketing Co-coordinator/ Administrator - Benzerworld Pvt. Ltd. (From Augsut 2005 till Oct.2006)**

- Co-coordinating with vendors and suppliers.
- Preparing PPT's and presenting the slides.
- Organizing the events.
- Making report of events.
- Looking after entire marketing and administration work.

**Academic Qualification:**

❖ B.A., Mumbai University 2005(Economics).

**Personal Details:**

- Date of birth : 5 th Dec.1984.
- Marital Status : Married
- Languages known : English, Hindi, Marathi.
- Interest : Listening to music, learning new things.

Date :    /    /  
Place : Pune

Prachi S. Jadhav