**Namrata Abhay Joshi**

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**Objectives: Seeking a challenging and responsible position in HRD and BUSINESS DEVELOPMENT to utilize my skills and abilities in a firm that offers me a professional growth constantly which will help me.**

**Experienced:**

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| **Working For KPMG-Pune**  **Designation: Analyst(Forensic PEBC)**  **(Background Verification of candidate)** | **Duration** : **1 April-2013 to till date (Working)** |

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| * **Role Description: Recruitment and Selection** | |
| * Assisted with the recruitment process by identifying candidates, performing reference checks. * Sourcing CVs / candidates from job portal Naukri * Done mass mailing / bulk mailing from job portals * Done job posting from Job portals / social networking sites * Shortlisting of CVs from portals and references * Conducted Telephonic / Personnel Interview * Scheduled Interviews, Meetings * Done recruitment as third party as well | |
| **Core HR**   * Pre-joining documentation / post joining documentation * Conducting Induction training for new joining * Welcoming new hires and gave them tour of the office. Introduced self and team members to new joiners prepared on boarding kits. * Providing information and guidelines as needed to new hires * Implementing Harassment policy & Office etiquette * Maintaining employee records * Attendance & leave management * Drafting letters (Offer letter, Joining letter, Exp.Letter,etc...) * Office admin activities * Support all internal & External HR related inquiries or request. * Maintain calendars of HR management Team. * Assist with performance management procedures. * Schedule HR Events, outing plans. * Coordinate training sessions and seminars. * Perform orientation and update records of new staff. * Produce and submit reports on general HR activity. * Complete termination paperwork and Exist interview. * Keep up-to-date with the latest HR trends and best practice. | |
| **Project – Aditya Cars Pvt Ltd** | **Duration : 01 April 2013 – 10 Feb 2016** | |
| * Core HR | | |
| Roles and Responsibility- | | |
| * **Role Description:** * Recruiting employees screening resume and final onboarding of employees and upto the exit process of employees * Attendance and payroll management, leave management * Maintaing turn over ratio and as well as handling complaints of employees | | |
| **Project – II Deep Ceramic Jalgaon** | **Duration** : **24 Feb 2016 – 31 Dec 2019** | |
| * Process name: Manufacturing unit of Tiles and Tank | | |
| * Handling stock and Administration operation | | |
| * Role Description: * Reporting to Top management,employee attendance sheet maintainace and released the salary * ISU Billing & Invoicing, Customer Relationship Management (CRM) * Responsible for Customer Billing * Set-up the Customer Account in system * Monthly Report send to higher authority * Handled the customer queries * Billing and Invoicing of utilized accounts | | |
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| **Project – III KPMG-Pune** | **Duration** : **26 June 2021 To Till date(Still working)** | |
| * Process name: Background Verification | | |
| * In Forensic Department as Background verification of candidate | | |
| * Role Description: * Making final report of Background verification * All check points covered as Educational, Employment detail ,Criminal record checking, Address Checking and verifying ,identity verification of the candidate * Whole report making and dispatched to the Client * Day to day working activities intimate to manager | | |

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| **Education Credential:** | | | | |
| MBA HR– Full Time | | North Maharashtra University, Jalgaon (MH) | KCE college of Engineering and Technology Jalgaon | 2013 |
| B.Sc(IT) | | North Maharashtra University, Jalgaon (MH) | M.J.College Jalgaon | 2011 |

**Academic Projects: MBA (HR)**

**Company : Raymond Ltd Jalgaon**

**Duration : 2012 - 2013**

**Project Title : Stress Managment of Employess at workplace**

**Personal Details:**

**Date of Birth : 5th April 1991**

**Gender : Female**

**Marital Status : Married**

**Languages known : English, Hindi, Marathi**

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