**Netra**

**Sachidanand**

**Kudachimath**

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**508**

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**Eiffle City, kharabwadi road,**

**Chakan ,Pune**

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**410501**

**Email**

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**netrajangam1990@gmail.com**

**contact**

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**968925**

**7944**



**My objective is to work in a professional corporate environment where I can learn more and enhance my skills that add value to the organization and me professionally and personally. I intend to utilize my knowledge, skills and attitude toward adding value and growth of the organization.**

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Organization :** Collabera technologies pvt.ltd  **Designation :** HR Coordinator  **Duration. : 23 May 2022 to 22 May 2023**    **(Working for Mastercard as HR specialist on**  **Payroll of Collabera)** | •  •  • | End to end Recruitment.  JD preparation on basis of information received from different departments.  Job postings on company career site, different Job portals.  Screening candidates,  Shortlisting the candidates,  Setting interview with panel,  Updating the candidates about the status,  Salary negotiation,  Offer releases.  professionally, efficiently, and accurately, responding to HR inquiries  Providing Tier-2 resolutions to employee’s queries received via  AskPeopleServices  Operating in partnership with HR teams and colleagues across all regions to ensure the consistent and effective delivery of HR support and HR systems related actions. |
|  | • | Ensured that the company works within the guidelines of each country it exists in to support legal, ethical, and jurisdictive limitations. |
|  | • | Developing knowledge, skills, and understanding of the region / country it supports by participating in knowledge sharing activities with other members of the team. |
|  | • | Performing detailed root cause analysis and troubleshooting regarding HR inquiries and where possible, work with HRIS team to implement preventative solutions |
|  |
|  |  | Ensuring consistent quality, delivery, compliance with SLA and cost effectiveness. |
|  | • | Managing a complete contingent worker Hr queries, escalations withing SLA. |
|  | • | Providing solutions to requesters about how to raise a positions and requisitions to onboard a worker. |
|  | • | Taking requesters through the workday guides for better understanding and simplifies the work. |
|  | • | Providing the end-to-end solution to onboard a worker in workday. |
|  | • | Managed background verification |
|  | • | Sop Creation |
|  | • | Trained the newcomers. |
|  | • | Managed a team of different time zone. |

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| **Organization : Veena Multisolutions**  **Designation : HR executive**  **Duration. : December 2021 to February**  **2022** | •  •  • | Assisted with recruitment process by posting job ads, filtering applications, scheduling interviews.  Assisted in interview process and drafting offer letters.  Onboarding formalities |
|  | • | Cold calling to the candidates |
|  | • | Scheduling interview with panel and taking follow up with candidate. |
|  | • | Preparation of JD on basis of client requirements |

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| **Organization : Maheshwari Industries Designation : HR executive and Office admin**  **Duration. : 1st March 2018 to15**  **February 2020** | •  • | | Supported HR functions with emphasis on record keeping, data entry and general HR tasks.  Assisted with recruitment process by posting job ads, filtering applications, scheduling interviews, assisting in interview process, and drafting offer letters. |
|  | • | | Maintained human resources information system and kept employee files up to date and accurate. |
|  | • | | Explained employee compensation, benefits, schedules, working conditions and promotion opportunities. |
|  | • | | Completed background and reference checks to facilitate hiring and onboarding of 40+ employees. |
|  | • | | Evaluated 100+ global timecards for accuracy on regular and overtime hours. |
|  | • | | Supported human resources staff with new hire orientations and monthly departmental meetings. |
|  | • | | Addressed and resolved all payroll-related inquires. |
|  | • | Determined organizational payroll liabilities to keep employers in compliance with all applicable tax laws and regulations. | |
|  | • | Calculated wages, deductions, and bonuses in accordance with company policies. | |
|  | • | Preparation of joining letters, offer letter, document verification. | |
|  | • | leave maintenance. | |
|  | • | Record keeping of daily production. | |
|  | • | Grievance handling | |
|  | • | Employee engagement activities | |
|  | • | Documentation and filling of bills, invoices, quotations, salary slips | |
|  | • | Exit interview. | |
|  | • | Exit formalities like ID submission, handover, NOC. | |
|  | • | Making the relieving letter, experience letter etc. | |
|  | • | Daily inspection about housekeeping, Inwards outwards, cleaning. | |

**Organization :**

**Maersk GSC, Pune**

**Designation :**

**SR**

**executive**

**Duration. :**

**Jul**

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**Organization :**

**Infosys**

**BPO**

**, Pune**

**Designation :**

**SR**

**executive**

**Duration. :**

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**July**

**20**

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Creating and maintaining purchase orde

rs in SAP

•

Vendor creation and maintenance

in SAP

•

Purchase to procure

cy

cle

•

Quotation validation

•

Validating and creating vari

ous reports

Allocation ,Ageing

:

reports, rush order reports

•

Training new recruits

•

Involved in change management

**EDUCATIONAL QUALIFICATIONS:**

**Post**

**-**

**Graduation**

**/ Graduation**

**University / Board**

**College / School**

**Year of**

**Passing**

**Class**

**MBA**

**-**

**)**

**H.R.**

**(**

**University of Pune**

**Pimpri**

**-**

**Chinchwad College of Engineering,**

**Pune**

**2013**

**First Class**

**B. C.A.**

**University of Pune**

**Shahu college,parvati, pune**

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**9**

**2010**

**First Class**

|  |  |  |  |  |
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| **H.S.C.** | **Maharashtra Board** | **Annasaheb waghire college,Otur** | **2007** | **First Class** |
| **S.S.C.** | **Maharashtra Board** | **G.M.Vidyalaya, Otur** | **2005** | **First Class** |

**COMPUTER SKILLS:**

* **Worked on Workday**
* **Worked on SAP**
* **MS office (Word, Excel, Power point, Outlook)**
* **Good hand on advance Excel**

# STRENGHTS

* **Honesty.**
* **Hard work.**
* **Adaptability.**
* **Quick Learner.**
* **Team player, ability to contribute and be a productive team member**
* **Punctual**

# ACHIEVEMENTS

* Cut down the process to simplify and time consuming ✓ Completed the data security trainings .
* Achieved 2 spot awards in Infosys.
* Developing the automation to synchronize the process in recent organization.
* Completed T100 and T200 domain based trainings in sourcing and procurement.
* certification in Milestone2.0, business communication, transaction monitoring, yellow belt .
* Co ordinated event business hunk (insperia2013) organized by Pimpri Chinchwad College of Engineering (MBA Dept.)
* Co ordinated event Mad-AD (Techlligent 2012) organized by Pimpri Chinchwad College of Engineering (MBA Dept.)
* Won certificates in Elementary and Intermediate drawing exams
* Participated in sports events Like volley ball, Kabaddi and won district level championship.
* Volunteered as well as participated for Youth Leadership Training Program for **Art of Living**

# PERSONAL INFORMATION

Vilas Jangam, 77 , Otur, Tal-Junner, Dist -Pune

**Address**

Pin code-412409

**Marital Status** Married

**Languages Known** English, Hindi, Marathi, Kannada

**Date of Birth** 09.01.1990

I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND ABSOLUTELY CORRECT .

# NETRA KUDACHIMATH