

Manisha Patil

Looking for HR position in KPO/International BPO

Nashik, Maharashtra

To attain competitive edge in the corporate world through innovative techniques, teamwork, and customer satisfaction in order to achieve organizational as well as personal goals and side by side to learn and explore new knowledge frontiers to grow as a professional with probity and un-stinted efforts.

Willing to relocate to: Nashik, Maharashtra - Pune, Maharashtra - Mumbai, Maharashtra

Work Experience

HR Executive

Suntel Global Data Processing Pvt Ltd - Pune, Maharashtra

May 2017 to Present

Job Responsibilities -

1. Coordinating with Operation and Management for the Manpower Requirement
2. Working on various portals like Naukri Indeed for screening of candidates
3. Taking initial rounds of interview of the candidates
4. Forwarding the selected candidates for future round of interview to the operation team
5. Working for both the location Nashik and Pune
6. Have done most of the recruitment for US Mortgage Process.
7. Issuing offer letter, Relieving letter, Appointment letter, Experience letter, Salary slip
8. Coordinating with the PF consultant for resolving PF related quires
9. Hired people for lower level to high level
10. Resolving quires of employees
11. Coordinating with 3 rd party for issuance of ID Cards
12. Arranging fun activities for employees
13. Made annual picnic arrangements
14. Maintaining Petty cash
15. Negotiating the salary with the employees
16. Taking induction training and process training
17. Do 80% of Companies Recruitment

Equity Dealer

LKP Securities - Nashik, Maharashtra

July 2015 to August 2016

Job Responsibilities - Equity Dealer (NISM VIII Certified)

1. Doing Market Research
2. Understanding the calls given by the Company.
3. Advising the clients on Market and there investment
4. Placing the order to behalf of the client
5. Advising the clients on Insurance and Mutual Fund

Senior Executive

Serco - Mumbai (Malad)

April 2014 to January 2015

1. It was an Australian Company called Lumo Energy where I was assisting the customer with there bills.
2. Solving the queries and explaining them the price plan(Tariff Plans).
3. Offering better price plan or change in network tariff based on their requirement.
4. Coordinating with different departments in order to resolve the case of the customer.

Senior Associate

TSR Darashaw Pvt Ltd. (Tata Share Registry) - Mumbai (Mahalaxmi)

August 2007 to April 2014

Job Responsibilities - Senior Associate

1. Assisting the shareholder via email and phone call, over the counter and by letter correspondence.
2. Solving the queries of the shareholder like non receipt of shares, loss of shares, non receipt of dividends, transfer, demat etc.
3. Maintaining data / MIS for queries.
4. Coordinating with Client Companies such as Tata Steel, Tata Motors, TCS, Siemens, Castrol, Voltas etc.
5. Coordinating with Company bankers like HDFC, ICICI, Axis Bank, State Bank of India for dividend payments.

Education

B.Com in commerce

Mumbai University - Mumbai, Maharashtra

2004

education

St. Stephens School - Dahod, Gujarat

Skills / IT Skills

- Windows
- Recruiting
- Microsoft Powerpoint
- Microsoft Excel
- Microsoft Office
- Employee Orientation
- Human Resources Management
- Interviewing
- Human Resources
- Curriculum Development
- Research
- Office Management
- Market Research

- Workers' Compensation
- Communication skills
- HR sourcing
- Payroll
- Talent acquisition
- Training & development