

# Prachee Rathore

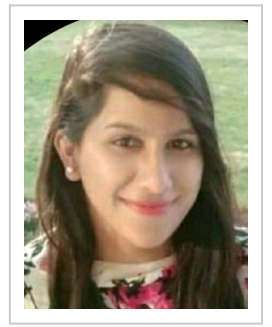
## Human Resources Executive

Email: prachirathore644@gmail.com

Phone: 9993292267

Address:

Tingre Nagar | Pune



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## Career Objective

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

## Work Experience

### HR Executive

Skilhat Bizsol Private Limited

Jan, 2020 - Present

- Handling Walk in interviews for Lead generation, Research analysis, and business Development Executives.
- Documentation, Weekly and Monthly reports - For all new employees and existing employees
- Offer and Appointment Letters, Confirmation Letters, Relieving & Experience Letters, Increment Letter, Promotion letter and statutory letters etc.
- Issuing Show cause notices, Warning letters, Termination
- Employee Engagement - Handling employee engagement activities through organizing various HR initiatives like games, birth day celebration, festival celebration- & Training etc.
- Compensation & leave management - Handling Monthly Salary & Payroll activities. Periodic Salary Revisions & Probation completion.
- Attendance, Leave and Payroll Management
- Prepared Shift schedule, Holiday List, Designation range as per experience and salary range as per experience of the employee.

## **Process Associate**

Cognizant

Dec, 2018 - Aug, 2019

- Answer incoming calls and emails in an efficient manner
- Identify customer questions, concerns, and overall needs
- Provide accurate answers and solutions to customer queries
- Check voicemail inboxes and return calls in a timely manner
- Develop professional relationships with ongoing customers through excellent customer service
- Follow-up with callers on complaint and/or question resolution status
- Perform each duty above with our customers' satisfaction as the number one priority

## **Site Manager**

Hungerbox

May, 2018 - Sep, 2018

- Maintaining current client relationships and identifying potential clients
- Developing new sales areas and improving sales through various methods
- Collaborating with sales and account teams to ensure requirements are met, such as sales numbers and profit goals
- Hiring, training and managing junior salespeople
- Maintaining a strong understanding of products and services, and innovating new ways to serve businesses
- Checking and preparing reports for clients.

## **Education Details**

### **B. Com**

- GDC college Dhar
- Year of completion: 2017
- Marks: 58

## 12th

- Govt Bhoj girl's School Dhar
- Year of completion: 2014
- Marks: 72

## Mba

- Lexicon Management Institute of Leadership and Excellence Pune
- Year of completion: 2019
- Marks: 59

## 10th

- Govt Bhoj girl's School Dhar
- Year of completion: 2012
- Marks: 59

## Technical Skills

- Social Media marketing
- Employees Relations
- Budgeting skills.
- Decision-making skills.
- Multi-tasking skills

## Interests/Hobbies

- Traveling
- Yoga
- cooking, and food photography
- Networking events
- Volunteering at a charity center

## Personal Details

- **DOB** : 12-09-1996

- **Marital Status** : Single
- **Languages Known** : English, hindi, marathi, punjabi
- **Nationality** : Indian

## Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Place: Pune