


RESUME

SANIKA AMOL BHALERAO

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Career Objective:-

Sales & HR Professional with 4 years of experience in lead generation, lead qualification, customer service, etc. Also have knowledge of end to end recruitment process, HR Policies, BGV Process, Audit Process, Administration, etc.

Qualification:-

- Master of Commerce from BYK College of Commerce with 67%
- Bachelor of Commerce from BYK College of Commerce with 63%
- HSC from St. Francis High School with 58%
- SSC from St. Francis high School with 56%

Work Experience:-

- Worked with **CA Pramod N. Dixit & Co.** As Accountant / Audit Assistant. (From Aug 2014 till Jan 2016) (1 ½ years)
- Currently Working with **Dynacorp Engineering Pvt Ltd.** As Marketing Coordinator & HR Executive.(From 1st Sept 2016– May' 2020)

Achievements :-

- Awarded a Certificate for taking initiative in all HR related activities for the year 2017-18

Certificates :-

- Certificate of Participating in HR Capsule Webinar Held on 25/07/2020
- Certificate of Completion in HR Generalist Course for 45 Hrs (1 Month)
- Certificate of Completion in HR Analytics & Metrics

Areas of Experience in Marketing :-

- Lead Generation (**All over India**)
- Communicating with customers through Phone, Emails, etc
- Solving Queries & problems of customers.
- Giving tasks to engineers for Sales.
- Making Quotation whenever required.
- Making PPT'S.
- Making & keeping records in zoho CRM.

Areas of Experience in HR (Generalist) :-

- Pre And Post Interview Process
- Pre And Post Offer Letter Process
- On Boarding Process
- Background Verification Process
- Mediclaim Process
- Appointment Process
- Confirmation Process
- Transfer Process
- Exit Process
- Termination Process
- Layoff Process
- PIP Process

Areas of Experience in HR (Payroll) :-

- Payroll Management and Implementation
- Master Database
- Pay structure
- CTC Calculation
- Leave & Attendance
- FNF & Payslip

- Investment, Income tax, PF, ESIC
- Salary Register & Processing

Policies Known :-

- Hiring Policy
- Confirmation Policy
- Exit Policy
- Referral Policy
- Mediclaim Policy
- 5-5-5- Buddy Policy

Current CTC:-

- 2.7 L P.A

Expected CTC :-

- 3.5 L P.A

Strengths:-

- Good Communication
- Positive Attitude
- Leader
- Practical approach
- Straightforward

Projects:-

- Annual project for B.com :- “Mutual Funds of Axis Bank”.
- Annual project for M.com :- “Consolidated procedure of different units of Central Hindu Military Education Society”.

Computer Knowledge:-

- MS - Word
- MS - Excel
- MS - Powerpoint
- Tally - ERP 9

Hobbies:-

- Listening music
- Watching movies
- Surfing Internet
- Painting
- Playing badminton

Languages Known :-

- English
- Hindi
- Marathi

Personal Information:-

Date of Birth : 27th December 1991

Gender : Female

Marital Status : Single

Permanent Add : Flat No 3 , Milind Sahaniwas Apartment ,
Rajiv Nagar , Ambika Colony ,
Nashik - 422009

Date:- / / 2020

Place :- Nashik

Yours Sincerely,

(Sanika Amol Bhalerao)