

NISHA SUBHASH GULWE

Flat No-04, Soniya Appartment, Jaju Wadi Panchwati Nashik 422003

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Career Objective

I aim to be effective Human Resource Professional who is always working toward new idea, implementing best in industry trend and practices. Seeking a challenging career in HRM with organization where my skills & knowledge can be utilized & stand for enhancement that should help the organization to achieve their goal.

Profile Summary

- Multitasking With MBA Degree in HR.
- Willing to do Work in HR Domain, Core HR.
- Having a Total Experience of 1 Year in Recruitment, Sourcing.
- Sound Knowledge of PF, ESI, Tax Deduction, TDS Calculations, Grievance Handling, Saturatary Returns, Payslip Generation, Compliance, Compensation, Bonus, HR Policy Formulation, Payroll, Labour Law, Employee Engagement & Retention.
- Excellent in Understanding & Analyzing the Human Behaviour.
- Excellent in Identifying the Need of Organization.
- Proficient in Coordinating With the People.

Core Competencies

- Good Command over HR Functions Concepts.
- Familiar with Working of Ms Excel, Portal.
- Ability to Work in Team as well as Individual.
- Problem Solving Skills, Quick Learner.
- Can Work Under Pressure.

Work Experience (September-2019 till Date)

Company: Heritage Personnel Placement Services

Designation: HR Executive Recruiter

Notice Period: Immediate Joining

Roles & Responsibilities:

- **Sourcing**

Understanding Profile, Company Details, Company Products, Turnover, Employee Strength, Location, Weekly Off, Canteen Facility, Transportation Facility, CTC range & Working Hours.

Understanding Profile & Drawing Exact Keyword Required for that Position.

Sourcing Profile from **Naukri Portal**.

- **Screening**

Screening Resumes of the Candidates Based on the Job Description Available.

Shortlisting Resumes Based on Several Search Factors Such as Skills, Recently Updated Resume, Location, Experience, Previous Employers etc.

- **Trackers**

- **Interview Schedules**

Academic Qualifications

- M.B.A (HR) from MGV'S IMR College, Pune University 2020 with First Class.
- B.Sc (Maths) from H.P.T Arts & R.Y.K Science College, Pune University 2018 with Higher Second Class.
- H.S.C (Science) from H.P.T Arts & R.Y.K Science College, Maharashtra 2014 with Higher Second Class.
- S.S.C from Bytco Girls High school, Maharashtra 2012 with Distinction.

Academic Project

Internship- MBA (HR)

•**Title- Study on Employee Engagement**

The main objective of doing Summer Internship project on A Study on Employee Engagement is to understand concept of employee engagement & to know the importance of employee engagement at organisation also to study various activities are carried out for employee engagement at organisation.

Tenure- 45 Days

•**Title- Study of Employees Health & Welfare Measures**

The main objective of doing Dissertation project on A Study of Employees Health & Welfare Measures is to identify the various health & welfare measures. To understand how welfare measures improve the motivation of the employees.

Technical Skills

- Knowledge in Ms-Excel, Power-Point, Ms-Word
- MS-CIT Certificate Course
- Knowledge of Internet
- Computer Hardware & Software Knowledge
- Knowledge of ERP, Tally

Extra-Curricular Activities

- Participation in various sports & cultural activities at school & college level.
- Participation in NRC India iSENSO workshop.
- Represented as Volunteer in Science Forum which held in R.Y.K Science College Nashik.

Personal Details

Name: Nisha Subhash Gulwe

Birth Date: 21/04/1997

Marital Status: Unmarried

Languages Known: English, Hindi and Marathi

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and belief.

Date:

Place: