**PRACHITI PARIK**





**About Me**



21 July, 1996



+91 9156531773



Pune, Maharashtra



Prachiparik2115@gmail.com



Prachiti Parik

**Human Resource & Administration Executive**

Experienced Human Resources Executive with a demonstrated history of working in a Cad designing Industry and Electrical Industry. Aiming to leverage a proven knowledge of employee/ labor relations, employee benefits & event planning skills to successfully fit the HR Executive role at your company. I can be relied upon to help your company achieve its goals.





**Education**

* **Masters, Business Administration Human Resource major**

Institute of Management Education& Post Graduated, June2019

Research Technology Marks 9CGPA Savitribai Phule Pune University

Pune, Maharashtra

* **Bachelors of Computer Applications Computer Science**

K. K. Wagh College, Nashik Graduated; June2017

Savitribai Phule Pune University Marks 57%

* **HSC Commerce**

Arts commerce and science College Graduated; June2014

Vani, Nashik Marks 79% Maharashtra

* **SSC**

K. R. T.High School Graduated; June2012

Vani, Nashik Marks 80% Maharashtra

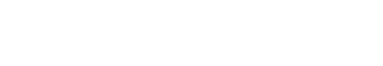




**Skills**

* + Employee Relations
  + On boarding & Exit Formalities
  + Performance Management
  + Team Work & Collaboration
  + Scheduling
  + Customer Service
  + Salary calculation
  + Project Management





**Work Experience**

# Jayashree Electromech Pvt. Lmt. June, 2019 - Present

**Pune Maharashtra HR Executive**

* + **PAYROLLWORKING:**

Includes activities like salary & report generation, reconciliation

# RECRUITMENT:

End to end recruitment up to higher level, ascertaining manpower requirements, screening & short listing resumes. Follow-up & Salary negotiation of shortlisted candidates.

# ON BOARDING:

Documentation of employees, Providing Stationary & Making necessary Arrangements. Induction to new joining.

# EXIT FORMALITIES:

Conducting exit interviews, making full & final settlement, issuing experience & relieving letter.

# Leave Management:

Tracking & maintaining leave records of employees.

# HRIS:

Generation & Maintenance of Employee database, Attendance, Late Mark statements, Mobile deductions

# DRAFTING:

Includes drafting of Offer, Appointment, Increment, Promotion letters, Article of Agreement, Etc.

# Conduct Disciplinary Actions:

Issuing warning letters to lower performers, late comers, suspension or termination letters.

# STATIONARY:

Stock Maintenance, Bill Records, Requisition

# Training and Development Part-

# Planning for various trainings for the employees and maintaining records of them. After that checking the effective ness of the training by taking various tests.

* + **Employee Grievances handling**
  + **Store Audit**

**Teknovance Solution Pvt. Lmt. Dec. 2018- May 2018**

**Pune Maharashtra HR Executive**

* **End to End Recruitment Process**- Screening short listing calling and finalizing the candidates. Having hands on Experience of handling Recruitment portals like Nauksri, Indeed, Olx etc. Connecting various recruitment agencies and Colleges for placement opportunities.

**Post-Graduation Internship**

**Summer Internship-**

**Company Name-** APTIV (DELPHI), Chakan Pune

**Duration –** 23 May 2018 to 23 July 2018

**Project Title –** Training and Development

**Key Learnings-** Importance of training anddevelopmentof employees, Preparing Training and Event calendar. Dealing with various shop floor issues. Adopting knowledge of Kaizen and 5’s in Company.

**Winter Internship-**

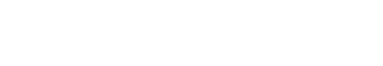
**Company Name-** Sandvik Asia, Dapodi

**Duration**- 14 Dec 2017- 14 Feb 2018

**Project Title-** File Auditing

**Key Learnings-** Importance of Personal files and joining dates, Opening new accounts in the Payroll master etc.

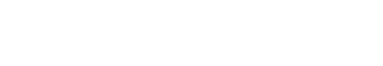




**Computer Proficiency**

* + Word 2010
  + Excel 2010
  + Power Point 2010
  + MS Outlook
  + English
  + Hindi
  + Marathi

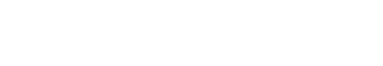




**Personal Interests**

* + Dancing
  + Trekking





**Personal Details**

* + Marital Status : Single
  + Birthday : 21 July,1996
  + Nationality : Indian
  + Gender : Female

**Declaration**

I, Prachiti Parik, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Prachiti Parik Pune ,Maharashtra