***CURRICULAM VIATE***

**Ms.Jyoti Rajaram Bhosale**

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**Ayodhyanagar, Upnagar, Nashik Road Phone No. –9021713570**

***PROFESSIONAL SUMMARY\_***

My professional Human Resources experience of over 4 years has been in Manufacturing & service industries. My functional expertise spans across various facets of HR including Payroll administration, Employee engagement, Employee relations, Talent Management, HR Operations, Legal Compliance as per Factories Act, Employee Welfare, Administration functions involves travelling and accommodation arrangements of candidates who came from other cities, board room meeting arrangements. I have completed my MBA with specialization in Human Resources from Pune University.

***Professional Achivements and Implementations:***

* Designed Full and Final Settlement format and implemented successfully.
* Designed Asset distribution format and implemented successfully.
* Designed HR functions and policies as per ISO standard while working at Vanita Agrochem (I) Pvt.Ltd (ISO 2008)

***PROFESSIONAL WORK EXPERIENCE – 3 years and 11 months in***

***Current Work Experience***

***Organisation:* M.I.T.R.A. Agro Equipments Pvt. Ltd. Formerly known as Kisaan Mobile Mandi Pvt. Ltd.**

***Company Profile:*** M.I.T.R.A aims to become India’s leading manufacturer of specialized farm machineries. With a strong team with experience in R&D, agronomy, sales and business development; M.I.T.R.A is fast growing company supported by the leading venture capital firm focused on this space. In next five years, we plan to be present across India and South- East Asia and clock turnover of at least 500 Crores. Employee strength is 150+ all over Maharashtra.

***Position:*** HR Executive

***Tenure :* Jan**- 2015 at present

***Job Profile:***

* Joining Formalities, Designed appointment letter, Exit formalities of left employees
* Payroll administration
* Legal Compliances - Factory License Renewal, Annual Return, PF related issues and claims settlement, Maintenance of all legal registers and documents.
* Recruitment-JD design, Job Posting, Screening of CVs received from Consultancies, Preparing the summery of shortlisted candidates and sends it to CEO.
* Full and final Settlement.
* Employee Welfare
* Administration-Travelling and accommodation arrangements of candidates who came from other cities, board room meeting arrangements.

***Previous Work Experience***

***Organisation:* Vanita Agrochem(I)Pvt.Ltd. Takawade**

***Company Profile:***

Vanita Agrochem (I) Pvt. Ltd. manufacturing Company of water soluble chemicals and fertilizers situated at Ichalkaranji in Kolhapur in Maharashtra state. Started in the year 2003, now an ISO 9001 - 2008 certified company, has acquired a name in Indian market for its quality, price and services within a short span of time. Innovative approach and our honest intention to transform the life of farmers has helped us to get this name. Vanita Agro has been built on a strong technical foundation and so the products manufactured satisfy even the most choosy and quality conscious customers. The range of products includes chelated micronutrients, water soluble fertilizers, inorganic micronutrients and their mixtures, secondary nutrients and their mixtures, amino acids with micronutrients and plant growth regulators / stimulants. Vanita Agro is indeed a complete plant nutrition company. Having 300+ employee strength all over India.

***Position:*** HR Executive

***Tenure :*** Sept- 2012 till Feb-14 (1.5 years)

***Job Profile:***

* Legal Compliances - Factory License Renewal, Annual Return, PF related issues and claims settlement, Maintenance of all legal registers and documents.
* Joining Formalities, Designed appointment letter, Exit formalities of left employees.
* Payroll administration.
* Contract payment half monthly

Joining Formalities, Designed appointment letter, Exit formalities of left employees.

**Organization: S.S. Automation – Honeywell System Integrator** (**Pune**)

**Company Profile –** S.S.Automation is the system integrator to Honeywell Automation. They provide project Engineer, Graphics Engineer, GTE to Honeywell Automation. They have around 200+ Engineers most of them are working for Honeywell Automation.

**Position:** HR – Co-Ordinator

**Tenure:** June 2011– March-12 (9 Months)

***Job Profile:***

* End to End Recruitment Process (Like Scheduling and Conducting Interviews, Selection of Candidates to final Employment decision)
* Administering the Joining formalities along with PF and ESIC Details.
* Completing Induction and Orientation Formalities.
* Monthly Updation and Maintenance of Attendance and Leave as per Company Policy.
* Handling Online Submission Process for ESIC Contribution and procedure.
* Handling ESIC Issues for Employees Benefit.
* Handling Compensation issues.
* Responsible for Calculating Attendance.
* Handling separation formalities along with Full and Final Settlement

***Organization: Mark Energy Solutions Pvt. Ltd. Formerly known as MARK services –Pune***

***Company Profile –***

Company is now known as Mark Energy Solutions Pvt. Ltd. Company is service provider in project of Honeywell automation, Siemens, IRB - electrical, fire alarm system, CCTV camera, AC installation and also supplies contract employees to TCS, Syntel, Pancard Clubs, NARI research. Employee strength is 250+

***Position: Generalist - HR***

***Tenure: May 2010 – May 2011 (1 year)***

***Job Profile:***

**1. Recruitment & Selection:-**

1. Sending requirement to the consultancies as per client’s requirements.

2. Searching the candidate’s data from Job portals like Naukri,Quickr.com.

3. If the requirement is in very huge quantity and then publishing advt. in local news papers (depends upon the posts and quantity.)

4. Screening/short listing of Bio data of candidates.

5. Scheduling of interviews and taking interviews along with technical persons.

6. Giving my feedback to my director as well as client.

7. Salary negotiation.

8. Generate appointment letter.

**2. Joining Formalities:-**

1. Filling up of application forms.

2. ESIC registration of new joining candidate.

3. Issuing I-card, uniforms and shoes to new joining candidate.

4. Making new candidate aware about certain terms and conditions, yearly paid holidays of our company, his salary and deductions.

5. Filling up salary accounts forms.

**3. Payroll & Administration:-**

1. Maintaining attendance of employees.

2. Annual leaves planning.

3. Maintain Govt. Musters as per minimum wages Act.

4. Salary calculation.

5. Calculations of Earnings and Deductions.

6. Preparing salary slips.

7. Distribution of salary.

8. Preparing Salary break ups of employees and sending it to clients.

9. Preparing BOQ and POs of certain work done by my company.

**4. Full & Final Settlement:-**

1. Full & final settlement of left employees.

2. Taking back I cards and other office stationary from that employee.

**5. Industrial & Employee relations:-**

1. Regular meetings with HR and project managers of client Company

2. Taking feedback of our employees from in charge as well as from clients.

3. Attending the legal audits to represent my company.

4. Solving employee’s problems by taking them in confidence.

5. Taking all the reports of attendance and absenteeism of employees.

6. In case of any accident visit to the site as well as to injured employee, sanction paid leave to him, encouraging him to take ESIC benefits.

7. Explain them about their deductions form payments in detail if there is any issues related salary.

**6. Other legal compliances:-**

1. Filling up of form No 5 & 10 for new joining and left employees.

2. ESIC/PF/PT challans along with our consultants.

3. Generate Experience certificates of left employees.

***Key skills:***

* IT recruitment of ASP.NET, C++, Auto Cad – Siemens and Honeywell PLC, technical writers, SAP candidates for Honeywell automation.
* Hands on Naukri , Monster Job portals (well known to serching techniques like boolean search.
* Organised & conducted bulk recruitment of GET (Graduate Trainee Engineers) for Honeywell Automation.
* Hands on Payrol software by Tally ERP- More than 1 year I have processed salary of more than 500 employees by using Tally ERP software.

***Professional Qualification:***

* Masters in Business Administration **(M.B.A)** from Pune University, specialization in (**Human Resources)** April 2010 with First Class.
* Diploma in Labour Laws and labour Welfare (**DLL & LW**) from Pune University in 2010 with Higher 2nd class.
* Bachelors in Science **(B.Sc**) in (**Zoology)** from Pune University April 2007 with First Class

***Project Undregone:***

* During M.B.A (Semester III) Project undergone as a part of curriculam

**Organization:** **Mahindra & Mahindra Ltd Igatpuri**

**Tenure:** May 2007 – July 2007

**Reporting to:** Sr. Executive HR

**Project Title:** Project on **“Identification of the competencies and job analysis.”**

***General Education:***

* H.S.C, With Second Class, Maharastra Board, (Feb.2004).
* S.S.C,With Second Class, Maharastra Board,(March 2002)

***Computer Proficiency’s:***

* MS Office – Word, Excel, Power Point, Internet & E-mail operations

***Personal Vitae***

Date of Birth : 11th March 1986

Gender : Female

Nationality : Indian

Marital Status : Single

Languages known : English, Hindi & Marathi.

Date :

Place : (Jyoti Bhosale)