

PRIYANKA SUDARSHAN DESAI
B-904 GOURISUTA CHS NEAR BY KARNALA SPORTS ACADEMY,
PANVEL - 410206,
Mobile No. 7720003976.
Email Address: piyamolcashi749@gmail.com

Career Objective:

- "Highly organized HR professional with experience in payroll, employee records, and recruitment support. Seeking a challenging role to enhance HR operations, contribute to a positive company culture.
- Leading administrative teams to support daily office functions, manage correspondence, and improve workflow efficiency in a fast-paced environment, support organizational goals through efficient office management."

Qualification:

Examination	College/ Institute	University	Year of Passing	Percentage
M.B.A.	Krishna foundation's Jaywant Institute of Mgmt., Vathar	Kolhapur	2020	79.50%
B.Sc.	Y.C. College, Karad	Kolhapur	2018	58.84%
H.S.C	Mahatma Gandhi college, Umbraj.	Kolhapur	2015	52.62%
S.S.C.	Shree Jagdamba high school, Urul	Kolhapur	2013	73.45%

Skills Set:

- HR Support
- Admin work
- Employee Relation
- Team Work
- SS Management
- Event Management

Work Experience: -

Profile: -1

Organization:	K.C. Pvt. Ltd. Mahape, Navi Mumbai.
Designation:	HR cum Admin Officer
Period:	16 th Mar, 2023 TO 02 nd Sept, 2025
Responsibilities:	<ul style="list-style-type: none">• Supported the coordination of attendance tracking systems (Matrix system).

- Enrollment and conduct Inductions program.
- Manpower planning and handling.
- HR and Admin SOP Training, preparing and maintaining.
- Led successful Event coordination including birth day and team-building activities, strengthening employee engagement and company culture.
- Supported the employee end to end requirement Process (Blue-collar and white-Collar employees).
- Supported the paychecks and statement of earnings and deduction.
- Maintain HR and admin related record (Payment slips, letters, bills, JD, MOM.)
- Handling canteen services.
- Handling Housekeeping security as per SOP.
- Maintain relation with contractor's and other seller.
- Conducted preliminary employee satisfaction surveys and completes to assist in improving workplace conditions.
- Drafted and distributed internal HR communications and notices.
- Implement 5S workplace organization principles to enhance office efficiency and maintain a clean, safe working environment.
- Maintained employee safety and welfare programs, ensuring compliance with health and safety regulations.

Project Profile: - 2

Organization:	Sydler Remedies Pvt. Ltd., Pune.
Designation:	HR cum Admin Officer
Period:	30 th May, 2021 TO 11 th Jan, 2023.
Responsibilities:	<ul style="list-style-type: none"> • Daily Attendance check and handling manpower. • Maintain HR and Admin SOP • Casual End to End Requirement and supported Permanent employee requirement (Interview schedule, Posting requirement, document record etc.) • Led successful Event coordination including birth day, team-building activities, Meating arrangement and draft MOM • Supported the paychecks and statement of earnings and deduction. • Maintain HR and admin related record (Payment slips, letters, bills, JD, MOM.) • Handling canteen services, housekeeping and security team • Maintain relation with contractor's and other seller. • Conducted preliminary employee satisfaction surveys and completes to assist in improving workplace conditions. • Drafted and distributed internal HR communications and notices. • Scrape Management and maintain a clean, safe working environment. • Maintained employee safety and welfare programs.

Personal Information:

Full Name : Priyanka Sudarshan Desai,
Date of Birth : 4th September, 1997.
Marital Status : Married.
Gender : Female.
Nationality : Indian.
Language Known : English, Marathi, and Hindi.
Hobbies : Travelling, and swimming.

Declaration:

I hereby declare that the above written particulars are correct and true to the best of my knowledge. References will be furnished as and when required.

Place: Panvel.

Date:

(Priyanka Sudarshan Desai.)