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Career Objective

Motivated and detail-oriented HR professional with hands-on experience in payroll, onboarding, attendance management, and employee engagement. Currently working as a Location HR (Trainee Officer) at DMart. Seeking to leverage my HR operational knowledge and analytical skills in a dynamic organization.

Work Experience

Location HR (Trainee Officer)
DMart (via Prompt Personnel) — Nov 2024 – Present
Location: Distribution Center

Key Responsibilities:

- Attendance & leave management
- Onboarding & separation process
- Payroll processing
- Shift scheduling
- Attendance corrections
- Full & Final (F&F) settlement handling
- Employee engagement activities

Education

Bachelor of Management Studies (Marketing)
JSM College, Alibag – Graduated: 2023

Certifications

- Power BI – Netch India
- MSCIT

Projects

HR Analytics Dashboard – Built using Power BI to analyze and visualize key HR metrics such as employee turnover, department-wise strength, and attendance trends.

Key Skills

- HR Operations
- Power BI
- MS Excel
- Attendance & Payroll Management
- Employee Engagement
- Onboarding/Exit Handling