



Preeti Jaiswal
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DOB - 03rd March 1999

Skills

- Employee Relations
- HRIS Management
- Conflict Resolution
- On-boarding Processes and Training Programme
- Employee Engagement
- Employee Resource Referrals
- Exit Interviews
- Compliance Regulations

Education

1. PGDM HRM
L.N. Welingkar Institute, Mumbai
Dec 2023 – **72%**
2. Bachelor in Accounting and Finance
ICLES Motilal Jhunjhunwala College,
Navi Mumbai
Nov 2020 – **7.65 CGPI**
3. HSC Commerce –
ICLES Motilal Jhunjhunwala College,
Navi Mumbai
Feb 2017 – **71.69%**
4. SSC – Jai Hind Vidhyalaya,
Navi Mumbai –
Mar 2015 – **80.20%**

Certifications

- Advanced Excel (VLOOKUP, IMPORT RANGE, Data Validation, Pivot Table, etc.)
- Tally
- MS Office
- MS PowerPoint

Languages

- Hindi – Proficient
- English – Proficient
- Marathi – Proficient

Professional Summary

Dynamic HR professional with extensive 5 Years experience at Radix Electrosystems Pvt Ltd, excelling in employee relations and HRIS management. Proven track record in enhancing onboarding processes and driving employee engagement initiatives. Skilled in conflict resolution, I effectively address workplace concerns while ensuring compliance with regulations.

Professional Experience

Radix Electrosystems Pvt Ltd, Navi Mumbai

Promoted to Officer in January 2025 and again promoted as Sr. Officer in April 2025.

- Coordinated between the Recruitment Consultants and incharges
- Conferred with management to develop or implement personnel policies or procedures.
- Addressed harassment allegations, work complaints or other employee concerns.
- Prepared or maintained employment records using Spine Software.
- Conducted exit interviews with departing employees to determine reasons for leaving.
- Prevented staff shortages by ensuring ample team members were scheduled for each shift.
- Developed or implemented recruiting strategies to meet current or anticipated staffing needs.
- Scheduled or conducted new employee orientations.
- Informed job applicants of duties and responsibilities, compensation, and benefits.
- Managed employee relations issues such as grievances or complaints.
- Prepared reports related to personnel activities including hiring, terminations, transfers and promotions.
- Organized employee engagement initiatives and events.
- Addressed employee inquiries regarding benefits, payroll, and policies.
- Preparation of Training Plan for all the new joiners.
- Incordination directly with the Management Team.
- Registration and query resolution of PF & ESIC.

(Developed and Implemented newly taken SPINE software as per our company policies with the help of Spine Vendor, also working on the same with respect to Attendance, Employee Master Preparation, Payroll, FNF etc for the smooth future transition)

HR Assistant – Radix Electrosystems Pvt Ltd, Navi Mumbai
January 2021 – December 2024

- Performing end to end recruitment for Non IT as well as IT.
- Responsible for vendor/ Consultants management.
- Preparing Salary , offering the candidate, negotiation etc.
- Overseeing and ensuring that the onboarding & Induction is carried out as per the agreed timeline.
- Drafting and issuing of letters such as Appointment Letter, Employee Agreement, Confirmation Letter, Performance Concern letter, Termination Letter, Experience Letter Etc.
- Allotting Employee Codes to New Joinees.
- Look after the arrangements of Welcome Kit, Email IDs, Sitting Place, Id cards, Visiting cards and Sim Cards (if required).
- Entering the data of New Employee in ERP (TCS ion)
- Documentation and filling.
- Scanning of necessary documents of employees and sending to accounts.
- Handling Leave management, Confirmations, transfers, Designing policies.
- Handling Attendance and payroll processing of 150 Employees (on excel).
- Handling Employee Grievances and issues, warnings disciplinary and termination letters
- Ensure employees queries (mails, walk ins, internal messenger)are addressed in timely way
- Act as an escalation point of contact for any employee & business -related matters.
- Managing a team size of 2 members in HR team
- Handling 4 manufacturing units located in Mumbai, Navi Mumbai and pune.
- Handled Engagement activities at the time of festivals such as Dussehra, Diwali, Christmas, Independence day, Yoga day, Sports day etc.
- Conduct, documents, analysis of exit Interviews.
- Co-ordinating & managing employee final settlement with the help of accounts dept and sending notice to other departments at the time of relieving an employee.
- Handle Exit Interviews.
- Prepare periodical reports on manpower such as headcount, joining report, attrition reports, absenteeism tracking and MIS.
- Managing Employee data in ERP (TCS ion)

OTHER EXPERIENCE

- Worked in home tuition for 6 months
- Worked in a Hasti Industries as a Soldering Operator for 3 months
- Worked in a Job Buss Consultancy as a recruiter for 3 months
- Worked in D mart as a Part Time Cashier for 3 years