**Aishwarya Chandrakant karpe**

Osmanabad 411019

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# Objective

To obtain a challenging position in a high quality engineering environment where my resourceful experience and academic skills will add value to organizational operations.

# Work Experience

**Human Resources(HR)** 9 Months

Laxmi Sagar Engineering pvt ltd.

Sourcing of candidates and hiring employees as per company requirement. Maintaining employee documents and proper filing of all related documents.

Onboarding and orientation of new employees.

Data entry and supervising of daily attendance in ERP and Excel format.

Maintaining records for employee leaves, salary advances, fines and bonus. Process payroll and ensure accurate and timely compensation while maintaining strict confidentiality.

Coordinating with manpower agencies for contractual manpower requirements.

Conducting employee trainings and seminars.

Conducting employee engagement activities - birthday celebrations, festivals, etc.

# Education

**Bachelor Of Technology in Computer Science And Engineering.**

• Shri Tuljabhavani College Of Engineering Tuljapur Jun 2021- jun 2023 CGPA - 8.98

**Diploma In Computer Engineering.** Aug 2017 - Aug 2020

Government Polytechnic Osmanabad

Percentage - 83.3

**SSC** 2016-2017

Jawahar vidyalay Andur

Percentage- 80

# Other Activities

I enjoy sport, traveling, listening to music .

# Skills

Good Communication skills

Ms-Excel

MS-CIT

# Strength

Ability to work under pressure

Critical thinking

Hardworker