



Prerana Masurkar

HR ASSOCIATE

Contact



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Skills

Teamwork



Problem Solving



Recruitment process



Communication



About

Working as a HR Associate at Heelium, responsible for all the HR functions of Heelium Sports Private Limited

Education History

M B A

2020 – 2022

ASM-IBMR, Pune

- Post Graduated in MBA HR.

Bsc Agricultural
Biotechnology

2016 – 2020

MGCABT Nanded

- Graduate from the field of Agricultural Biotechnology

Work Experience

R.C Diamonds

Jan 2021 to Feb 2021

HR Intern

- Learned about the major functions of Hr
- Handling job boards
- Creation of JD
- Conducting Interviews

Heelium Sports Pvt.Ltd

Sept 2022 – Till date

HR – Associate

- End- to – recruitment
- Updating monthly salary sheets
- Keeping records of attendance
- Keeping records of employee documentation

Declaration

- I hereby declare that the details and information given above are complete and true to the best of my knowledge