

Ravina Khot

HR Trainee



Pune, Maharashtra 411039



8177930096



ravina9052@gmail.com

Contact Information:

Address:

Current Address:

Rupee Co-operative
Housing Society, Sant
Nagar Sector 4, Moshi,
Pune-411039

Permanent Address:

A/P: Vhannur, Tal: Kagal,
Dist: Kolhapur, Pin:
416216

Looking for a challenging job in which I could apply my knowledge, skills, creative talents and commitment for growth of the organization.

Total Working Experience:- 10 Months

- Bectochem Consultants & Engineers Pvt. Ltd. Pune From 1st Sept. 2021 to till

Working as a HR Trainee

About Organization:-

BCEPL is a leading manufacturer of pharmaceutical process equipment for solid and liquid dosage in India.

Skills:-

- Strong proficiency with Microsoft Office applications and statistical tools (Outlook, Word, PowerPoint, and Excel)
- Excellent written and verbal communication, presentation, and interpersonal skills with front-line associates, team members, management.

Work Responsibility:

- Payroll Processing, Attendance & Leave Record.
- Statutory Compliances like PF, ESIC, LWF.
- Responsible for handling procedures like scheduling interviews, New joinee formalities.
- Organize and maintain personnel records
- Execution of EXIT formalities..
- Arrangements of employee engagement activities like Birthday Celebration.
- Advising the staff regarding benefits, programs, and pay issues.
- Handling all kind of Administrative work like House keeping, Security, Budgeting/ Cost Control/ AMC's renewal.
- Coordinate Meetings/Visits / Annual Activities.
- Tracking employees probationary periods.
- Maintaining employees records.

Academic Details:

Sr. No	Passed Exam	Board	Passing Year	Percentage %
1	S.S.C	Kolhapur	March 2014	89.80%
2	H.S.C	Kolhapur	Feb 2016	69.20%
3	B.Sc	Shivaji University	March 2019	70.56%
4	MBA(HR)	Shivaji University	Year 2021	7.92 CGPA

Project Details:

Title of the project: A study of motivational practices with respect to 'Ulka Industries pvt. Ltd., Pune'.

Duration : Two months

Personal Details:**Name:****Ravina Avinash Khot****Marital Status:****Unmarried****DOB: 28th March 1998****Languages Known:****English, Hindi, Marathi****Technical Skills:**

- Familiar with working of MS Office
- Knowledge of HR workings
- Good command on HR concepts
- Done Short course of employee engagement & motivation
- Basic knowledge of SAP

Strenghts:

- Hardworking and sincere
- Willing to learn
- Ability to work in team as well as individual
- Positive attitude
- Time punctual

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place :

Date :

Signature