

KARISHMA DILIP MEHER

Mobile: +91 9356855080

E-mail: karishma.jain22@gmail.com**CAREER OBJECTIVE:**

To work with an organisation that acknowledges my potential and provides a challenging work experience to expand my skill-sets as a professional and to meet the challenges in the industry.

CAREER SUMMARY:

- An HR Manager with proven expertise in implementing the policy and procedure, recruiting and hiring, having over 3+ years of hands-on experience.
- Skilled in getting most qualified employees and matching them to jobs for which they are well suited.
- Demonstrates flexibility and adaptability in daily work and to changing environment.

WORK EXPERIENCE:

- 1) Working as **HR Executive** in “**Advanced Risk Analytics Private Limited**” from Feb 2018 - present.

Job Responsibilities:

- Defining job positions, resourcing, screening and short listing resumes through various job portals, conducting telephonic and Personal interviews in coordination with department heads.
- Identification of training needs, Scheduling and arranging training while coordinating with external trainers.
- Designing Policies and various HR Forms and Induction Program.
- Preparing Final settlements, leave, salary and all employee benefits.
- Maintaining employee's personal files and records, communicating HR policies across the organization at all levels.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, Absenteeism notice, warning letter, experience certificate, relieving letter, etc.
- Conducting various employee engagement programs like Diwali, Ganapati Festival, employee get-together, picnics & parties, and other Company events.

- 2) Worked as a **Company Secretary Trainee** in a sole proprietary firm of “**Shridhar Kulkarni**” for a period of 1.5 years from January 2015 to August 2016.

PROFESSIONAL QUALIFICATION:

SR.NO	EXAMINATION	YEAR	INSTITUTE	PERCENTAGE
1	CS Executive - II	Dec-2013	Institute of Company Secretary of India	52.66%
2	CS Executive - I	June-2013	Institute of Company Secretary of India	51.00%
3	CS Foundation	June-2012	Institute of Company Secretary of India	64.25%

EDUCATIONAL QUALIFICATION:

SR.NO	EXAMINATION	YEAR	BOARD/UNIVERSITY	PERCENTAGE
1	T.Y.B. Com	Apr-2013	University of Pune (BMCC)	62.00%
2	S.Y.B. Com	Apr-2012	University of Pune (BMCC)	58.50%
3	F.Y.B. Com	Apr-2011	University of Pune (BMCC)	63.57%
4	HSC	Feb-2010	Maharashtra State Board of Secondary and Higher Secondary Examination	70.50%
5	SSC	Mar-2008	Maharashtra State Board of Secondary and Higher Secondary Examination	86.00%

PERSONAL QUALITIES:

- Innovative thinker and excellent leadership qualities.
- Effective communication skills.
- Ability to maintain interpersonal relations.
- Exquisite organizational & management skills.

COMPUTER KNOWLEDGE:

- Knowledge of MS Word, MS Power Point, MS Excel.
- Internet savvy.

ACHIEVEMENTS:

- Participated and won in various competitions like Handwriting, Drawing, Cultural Events and Sports etc.
- Awarded for active performance at school level competition.
- Participated in social activities like blood donation camp, volunteering in Marathon etc.
- Won 'First Responder Award' award in current organization in 2018.

PERSONAL INFORMATION:

Date of Birth : March 24, 1992
Hobbies and Interest : Dancing, Listening Music, Trekking and Reading
Strengths : Optimistic, Team work ability and self-motivated
Languages Known : English, Hindi, Marathi and Marwadi.
Address : F-23, Konark Splendour Society, Balaji Uddyam Nagar, Wadgaon Sheri, Pune - 411014.