

ROSHANI PIMPALKAR



About Me



2.5+ Year's experience



January 16, 1995



Nagpur, Maharashtra



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Professional Summary

Skillful HR Coordinator with diverse experience in managing and collaborating human resource employees and optimizing workflow. Proficient in interdepartmental coordination and communication, day to day management and HR system processing.



Summary

- 1 Yrs. (July 2020 to Present) experience as HR Officer at D-Mart Nagpur.
- 1.2+ Yrs. (March 2019 to June 2020) experience as HR Co-Coordinator at Le Meridien Nagpur.
- 2 Months (January 2019 to March 2019) experience as HR On Job Trainee at Le Meridien Nagpur.
- 3 Months (June 2018 to August 2018) experience as HR Intern at Le Meridien Nagpur.
- Knowledge and exposure of HR Policies and Practices, Employee Engagement.
- An effective communicator with excellent relationship building.
- Strong collaboration, team building, interpersonal, and communication skills with proficiency at grasping HR practices and policies & utilizing the same in a productive manner.



Skills

- Microsoft Office.



Work Experience

D-Mart Nagpur

(July 2020 to Present)

- Store Level Recruitment.
- End to End on-boarding to exit activities.
- Personnel File/Data Management.
- Working on daily attendance correction and daily punching Report in HRMS.
- Individually handling Monthly attendance, Payroll Process (of approx. 250 employees – on role & third Party.)
- Leave data management.
- Maintaining employee data base in HRMS and MS-Excel.
- Working on full and final Process (Bulk activities)
- Prepare weekly and Monthly manpower data.
- Validation of 3P bill.
- Preparing Bonus & Pilferage incentive files.
- Employee Benefits Management

- Planning Employee engagement activities on quarterly & monthly basis.
- Manage notice board and coordinate inspections.
- Grievance escalation.
- Drive HR initiatives.
- Daily Floor walk & Employee Queries Solving
- Coordinate various training activities like fire & safety Training, Employee Skill improvement Training, etc.
- Taking care of operation department activities.

Le Meridien Nagpur

(March 2019 to June 2020)

- New employees joining and orientation.
- Human Resources audits.
- Employee Engagement Activities.
- CSR Activities.
- Respond to employee questions during the entrance and exit interview process.
- Select and basic interview for all available candidates.
- Assess employee performance and issue disciplinary notice.
- Contractual billing and documentation.
- Maintained and monitored the status, security and accuracy of internal HR filing system.



Interpersonal Skills

- I have good grasping power.
- Flexible attitude towards new technologies.
- Confident and Smart worker.



Personal Details

Mother's Name : Mrs. Kishori Pimpalkar

Marital Status : Single

Birthday : January 16, 1995

Nationality : Indian

Gender : Female

Declaration:

I, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief

Nagpur, Maharashtra

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(Roshani Pimpalkar)