**Aishwarya Jagtap**

**Address:** Plot no 91 New S.T colony Minatai thakare Nagar N2 cidco, Aurangabad

**Email ID**: aishjagtap31@gmail.com **Mobile: 8668784833**

**Objective**: To be a part of an esteemed organization where I can use my skills and knowledge in a best possible way where I can contribute for the growth and development of the esteemed organization.

**Work Experience:**

* **Krish Intratrade Pvt. Ltd. (July 2020 to May 2021)**

**Recruitment:** Recruited graduated candidates for all over Maharashtra from source data and various portals.

* 90% of recruitment Part in all over the functions
* The Recruitment is For IT And Non IT positions
* Portals Used- Naukri, Linkdin, Internshala, Indeed.

**Joining & Documentation:** Process all the mandatory documents for joining

**PF & ESIC:** Enrollment of new employee for PF and ESIC and look after for grievances.

**MLWF:** Enrollment of new employee in MLWF.

**Workmen Compensation:** Register new employee in WC those who were not covered by ESIC.

**Attendance:** Maintain attendance record of all employee

**Training:** Provide training to all employee regarding HR policy and work.

**Exit Formalities:** To take exit interviews and handle all the exit formalities.

**Recruitment to exit formalities**

**All HR activity**

* **HR Executive (ABR Consultancy 2019 To Mar 2020)**

**Recruitment:** Handled individually recruitment for each Branch and joining formalities.

* IT Position recruitment - SAP HANA, RPA, JAVA Developer,
* Sources used- Naukri, Indeed, Monster, Internshala, Shine, Freshers.com

**PF:** assist head office for PF process.

**Employee engagement:** Employee engagement activity for each Branch.

**Summer Internship:**

**Worked As HR intern at**

**ABR Consultancy**

Handle Various portals for recruitment

Performance Appraisal

Reporting to the Manager

**Projects:**

**Employee Engagement at Garware company, Waluj Aurangabad**

**Academic Credentials:**

|  |  |  |  |
| --- | --- | --- | --- |
| Passing Year | Education | University / Collage | Percentage |
| **2019** | MBA-HRM | MIT Collage, Aurangabad | 60% |
| 2016 | BCS (computer science) | BAMU University, Aurangabad | 65% |
| 2013 | HSC | Shiv Chhatrapati Collage, Aurangabad | 47% |
| 2011 | SSC | Sonamata Highschool, Aurangabad | 67% |

**Computer Proficiency:** Internet savvy, MS-Word, Power point, Excel , Portal handling

**Hobbies / Interest:** Perform new tasks for betterment of work and enhancement of knowledge

**Personal Details:**

**Date of Birth:** 03/11/1995

**Marital Status:** Unmarried

**Languages Known:** Marathi, Hindi & English

**Date:**

**Place:** Aurangabad.

**Name: Aishwarya Jagtap**