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**Pooja Bedekar**

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**Objective:** I would like to pursue my career in HR Department where I will be able to cultivate my skills and abilities with full extent which will lead to professional growth while being successful & innovative.

**Summary of Skills :**

* Competent and result oriented professional with experience of over 6 Years, across in HR Department as HR & Admin Executive, HR Generalist, HR
* Focused and hardworking professional equipped with thorough new things.
* Experience in IT and NON IT

**PROFESSIONAL WORK EXPERIENCE**

* **Varad Property Solutions Pvt. Ltd.:** 25th December 2019 to 3rd November 2021

Designation: HR Manager

* Recruitment & Selection Process
* Attendance on Daily and Monthly Basis
* Policy Design
* Employee Relation
* Grievances Handling
* Full and Final Settlement – Cross check with departments, Leave balance, Loan and advanced checking, Calculations
* Any other miscellaneous deductions
* Relieving Letter, Experience Certificate ,
* **Gangotree Greenbuild:** 28th May 2018 to 20th September 2019

Designation: HR & Admin Officer

* Recruitment Process
* Attendance Daily And Monthly Basis
* Policy Design
* Employee Engagement
* Full and Final Settlement
* Any other miscellaneous deductions
* Relieving Letter, Experience Certificate ,
* **Recruitment & selection:**
* Efficiently handling Recruitment & Selection process. Responsible for employee recruitment as per HR Policies through Job Portals like handle **Naukri ,Indeed, Times Job, Shine.com ,** Co-ordinate with HR & Directors of Companies.
* **Joining Formalities:**
* Managing documents verification & Joining Formalities.
* Preparing & Issuing Offer Letter, Appointment Letter, Confirmation Letter.
* Maintaining & updating employee records, personal files.
* Supervising of availability of all forms, certificates, mandatory documents are available.
* Comfortably conducting Induction programs of new joined employees.
* Master data updating of new applicants into the system.
* On Boarding Of New Employees.
* **Time Office :**
* Maintaining attendance record every day
* Maintenance & Updating Leave records of employees, processing reports related to employee strength.
* Make Attendance Report On Daily, Monthly basis
* **Employee Relations :**
* Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.
* Explain the various policies, strategies and benefits to employees.
* Motivate the employees on day-to-day basis.
* Always trying to maintain healthy relationship between company and employees.
* **Implementation of HR Policy & Development :**
* Execution of HR policies such as Leave policy, medi claim policy, Recruitment Policy, Reward & Recognitions Policy, Making changes in policy with guidance & due approval of seniors if required.
* **General Administration :**
* Responsible for Annual maintenance contracts of Water purifier, UPS, EPBX. Keeping record of applications of employee demands & suggestions.
* Housekeeping
* Any other miscellaneous deductions
* Relieving Letter, Experience Certificate

* **MIS:**
* Prepare Human Resource MIS & keep it updated regularly.
* Also responsible to provide MIS report on Recruitment, New Joiners, Manpower Utilization,
* Maintaining hard copy of employment details of every employee & update it regularly in Excel.
* **Sofcon India Pvt.Ltd : 11th February 2016 to 5th July 2016**
* HR Co-ordinator
* HR Trainer
* **Readymix Construction machinery Pvt.Ltd.: 25th July 2014 to 25th July 2015**
* **Joining Formalities:**
* Managing documents verification & Joining Formalities.
* Preparing & Issuing Offer Letter, Appointment Letter, Confirmation Letter.
* Maintaining & updating employee records, personal files.
* Supervising of availability of all forms, certificates, mandatory documents are available.
* Comfortably conducting Induction programs of new joined employees.
* Master data updating of new applicants into the system.
* On Boarding Of New Employees.
* **Time Office :**
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* **Employee Relations :**
* Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.
* Explain the various policies, strategies and benefits to employees.
* Motivate the employees on day-to-day basis.
* Always trying to maintain healthy relationship between company and employees.
* **Implementation of HR Policy & Development :**
* Execution of HR policies such as Leave policy, medi claim policy, Recruitment Policy, , Dress Code, Making changes in policy with guidance & due approval of seniors if required.
* **Employee Engagement Activities :**
* Organized Employee Engagement Activities, such as Birthday celebration, women’s day celebration, and competitions on various subjects which motivates employees and ultimately develops their team work, leadership qualities.
* **General Administration :**
* Bill passing of various vendors such as Telephone, Internet, Printing & Stationary, Responsible for Annual maintenance contracts of Water purifier, UPS,. Keeping record of applications of employee demands & suggestions.
* Relieving Letter, Experience Certificate
* **MIS:**
* Prepare Human Resource MIS & keep it updated regularly.
* Also responsible to provide MIS report on Recruitment, New Joiners, Manpower Utilization, Transfer,
* Maintaining hard copy of employment details of every employee & update it regularly in Excel.

**KEY SKILLS AND COMPETENCIES**

* Ability to maintain confidentiality
* Motivation
* Digital Marketing Certification Course

**8SUMMER INTERNSHIP**

I have completed my summer internship in **SAKAL MEDIA (corporate) Pvt. Ltd**. At Shivajinagar Pune.(12 May 2013 to 13 July 2013)

**Objectives**:

* To study the procedure of recruitment and selection
* To study the title of recruitment and selection
* To study the source of title

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| **Education** | **Year Of Passing** | **University / Board** | **Percentage** |
| Masters in Personnel Management | 2014 | University of Pune | First Class |
| BCOM | 2012 | University of Pune | Second Class |
| HSC | 2009 | University of Pune | Second Class |
| SSC | 2007 | University of Pune | First Class |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Marital Status** | Unmarried |
| **Languages Known** | English, Hindi, and Marathi |
| **Address** | DP Road, Navsahyadri, Pune 52 |
| **Nationality** | Indian |