

Sejal Kelkar

Sr. HR Executive

Panvel City, Navi Mumbai, Maharashtra 410206

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+91 75060 73435

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1991-08-25

Highest Career Level: 2-5 years experience

Industry: Production & Manufacturing

Total years of experience: 8

Work Experience

Sr. HR Executive

Noble Printing Press-Navi Mumbai, Maharashtra

Full-time

1 month notice period

June 2020 to Present

Job Responsibilities:-

Noble Printing Press

- Develop strategies to work in recruitment module to fill up the immediate positions.
- Ensure employee payroll and Government compliance with all the legal aspects applicable.
- Maintain and coordinate all activities within the HR department and provide expert guidance.
- Labor management, which includes keeping track of their time sheets.
- Develop plans and policies for matters such as employee compensation, benefits, health, and safety, etc.
- Develop and implement strategies for performance evaluation, staffing, training, and development and HRM tools, etc.
- Oversee all the HR activities, initiatives, systems, and tactics.
- Ensure compliance with all internal policies and standards.
- Ensure grievance redressal and invoke disciplinary actions when required.
- Analyse data and report to the board and senior managers using HR Metrics.
- Participate in executive, management, and company staff meetings and attend other meetings and seminars.
- Strategize programs and policies to enhance employee growth and satisfaction.

- Develop policies to curb absenteeism and employee turnover.
- Desired Skills and Qualifications:
- Master's Degree in Human Resources from an institution of repute or its equivalent
- Minimum 4 years' relevant experience
- Sound knowledge of human resources and labour law
- Sufficient knowledge of MS Office, SMART VETAN Software.
- Exceptional communication and leadership skills.
- Additional understanding and knowledge of human behaviour will be appreciated.
- Demonstrated ability to establish key relationships with business leaders.
- Experience with interfacing with international audiences.
- Ability to work against tight deadlines.
- Ability to work in any Shift if required.

Receptionist

Noble Printing Press-Navi Mumbai, Maharashtra

February 2017 to August 2018

Job Role:-

Attending all board line call and transferring them to desired extensions.

2. Drafting letters whenever required by Company Partners and other HOD's.
3. Maintaining General Inward and processing Bills to Accounts Department.
4. Making Challans for Labour job.
5. Receiving Couriers.
6. Maintaining Courier PODs.
7. Maintaining Visitors Slips.
8. Maintaining Visitors Questioner Form (Required By QC).
9. Calling and Follow up for maintenance whenever required.
10. Whenever required placing order for stationery. (Especially for Cartridges).
11. Organizing Daily Peons Movement

Front Ofce Executive

ALLWIN LIFECARE

October 2015 to August 2016

Job Role:-

Coordinating ofce activities and operations to secure efciency and compliance to company policies

Supervising administrative staff and dividing responsibilities to ensure performance

Keep stock of office supplies and place orders when necessary

GRE (Guest Representative Executive)

TFS-Mumbai, Maharashtra

April 2012 to May 2013

Welcome to the guest

To ensure the security and responsibilities of the passenger into the Airport

Education

Bachelor's degree in Commerce

Sikkim Professional University - Maharashtra

April 2024 to Present

S.Y.B.com in Commerce

LJNJ Mahila Mahavidyalaya - Mumbai, Maharashtra

June 2010 to April 2011

Skills / IT Skills

- Word
- English -- Fluent
- Outlook
- Marathi -- Native or Bilingual
- PowerPoint
- Excel
- Google Drive
- TOEIC520
- Human resources
- Recruiting
- Communication skills
- HR sourcing
- Payroll
- Human resources management
- Talent acquisition
- Training & development
- Workforce management

Languages

- English - Expert

Certifications and Licenses

Airport Terminal Management

January 2011 to December 2011

Certification in Human Resource from Welingkar Institute of Management Development and Research Technology

August 2022 to January 2023

T.Y. B.Com

April 2024 to April 2025

Currently pursuing T. Y. B.Com from Sikkim Professional University