

Career Objective

Seeking assignments in the areas of Human Resource Management with a people driven organization of repute.

To utilize my skills and ability to achieve the organizational goal and being resourceful and innovative to become the best Human Resource Professional for the Organization I work.

Educational Qualifications

Qualification	College/ University	Year
BMS	Vidya Vikas Universal College, Mumbai University	2018
HSC	Nirmala Memorial College, Mumbai University	2015
SSC	ST. Theresa High School, Mumbai	2013

WORK EXPERIENCE**Reecomps Teleservices Pvt Ltd. –(Reliance JIO Project)**

Executive Human Resources. July 2019 till date.

- **Recruitment Cycle:** End to end Recruitment, Responsible for shortlisting of candidates through job portals, calling shortlisted candidates, interview co-ordination process with HODS, reference check, joining formalities, job specific induction.
- **Induction &Orientation:** Co-ordination for job specific induction program and its evaluation.
- **Training & Development:**Preparing Training Schedule, which includes designing of training calendar, Coordinating & Record keeping of all Training sessions attended.
- **Handling all HR related Correspondences:**Offer Letter, Appointment Letter, Confirmations, Transfer Letter, Warning Letter, & other communications.
- **Attendance Management:**Responsible for day to day Attendance Management & Finalization during payroll process.
- **Payroll & Employees Maintenance:**Inputs for Salary as per Payroll cycle. Maintaining Leave & Attendance records. Processing Full & Final Settlement inputs of left employees as per payroll cycle.
- **Statutory Compliance:** Maintain Statutory documents PF, ESIC, & PT. Registers & Individual files. Vendor coordination for Mediclaim/Insurance. Coordinate with Bank for Salary Account Opening.

- **Performance Management System:** Coordinating the whole Appraisal Process on timely basis & preparation of Appointment, Confirmation, Promotion, Transfer Letter etc.
- **HR MIS & Reporting:** Maintaining Creating& reporting of all-inclusive HR MIS.
- **Exit Formalities:** Responsible for Full & Final settlement, Over all payroll procedures & PF settlements.
- **Employee Engagement Activities:** Monthly Birthday celebration, Festival celebration, Employee Picnic.
- **Preparing IR Compliance file for Reliance JIO:**
- Wages Register File
- Attendance Register File
- Bank Transfer File
- **Uploading RCMS data in Reliance JIO Software:**
- Uploading RCMS data for billing process into SAP Software in Reliance portal

SMS Taxicabs Pvt. Ltd. –

Executive Human Resources. Jan 2016 to March 2019

- Recruitment: Through job portal Naukri, Employee & ex-employee references Senior and Mid-Level Profile.
- Screening resumes, Scheduling interviews, conducting interviews, coordinating with Reporting Manager for 2nd round of interview.
- Salary / notice period negotiation, conducting back ground verification offers to new hires.
- Handling on boarding of new recruits induction, completion of joining formalities, generating employee IDs, system accesses card, bank account opening etc.
- Generating (Offer letters, Appointment Letters, Promotion Letters, Appreciation Letter, Confirmation Letter, Transfer Letters, Relieving & Experience Letter) etc. Confirmation Process.
- Birthday and 5th year completion email on daily basis, Organizational announcement email.
- Handling overall system of ESS for employee database and Record.
- Handling Employees Attendance Issue, Leave Record, Comp-off Adjustment.
- Addressing employees query related ESS system, Leaves, and Salary deduction.
- Handling PF issues relieving PF of left employees.
- Collection of all documents for mediclaim from employees and currier to Mediclaim Company.
- Follow up with the broker for mediclaim payment.
- Arranging various ER activities for employees and festival Celebration.
- Maintaining HR records of new joiners, transfers,resigns, exits etc.
- Managing smooth exit of employees, taking exit interviews, documenting feedbacks, deleting ids.
- Coordinating with managers and superiors for employees Training and other activities.
- Responsible for Organizational Discipline and Policies to be followed by employees on regular basis.

Tristar Management Pvt Ltd.

MIS Executive – Feb 2015 to July 2015

- Maintain data visiting customer in store
- Send daily reports on mail backed team
- Send scheme to customer on mail I'd
- Feedback from customers on phone

PROFESIONAL COURSES

Certificates course in Computer Basic.

Application: -Ms Office,Ms Word,Excel, Power Point, Internet

QUALITIES

- Honest
- Confident
- Disciplined
- Punctual
- Ability to work in a goal oriented environment& good team player.

Interest & Hobbies

- Travelling
- Cooking
- Learning
- Shopping

Strengths

- Communication Skill
- Learning Agility
- Stress Tolerance
- Flexibility

Personal Details

- Date of Birth : 30th August,1995
- Gender : Male
- Nationality : Indian
- Contact No. : 7208689358
- Marital Status : Married
- Place of Birth : Mumbai
- Address : Dombivali East
- Languages :English, Hindi and Marathi.

I hereby declare that the above information is true and correct to the best of my knowledge.

Place: Mumbai

Date:

Ajit Vishwakarma

