

NAMRATA BORADE

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OBJECTIVE

To work in a challenging environment demanding all my skills and adapt myself for the development of the organization with impressive performance.

EXPERIENCE

- **Oil & Natural Gas corporation.ltd (ONGC.ltd)**

16/04/2019 - 15/04/2020

Assistant HR (Apprenticeship)

- Worked in core functions of HR department including
- Work on and support key employee life cycle processes such as new starters, absence management, transfers and leaves, superannuation/Retirement, maintained employee data and kept updated accounts of all employment records.
- Administration, Medical, EPF, ESIC, Gratuity and other benefits claims.
- Joining & Induction, Employees engagement, Employee Grievance.
- Mentored employees through personal and professional issues.
- Participation in the continuous improvement of HR processes

- **Rashtriya Chemical and Fertilizers .Ltd (RCf.ltd)**

25/06/2018 - 24/08/2018

HR trainee Internship (T&D)

- Assists in developing and implementing training programs to improve the quality and productivity of employees.
- Develop and implement strategic process improvements across to improve service delivery, efficiency, and effectiveness.
- Support training material development working with a Training Advisor to provide Subject Matter Experts for development projects.
- Development, delivery and evaluation of training programs and material.
- Monitor operating budget and forecast spending for craft areas, focus on internalizing training delivery to reduce costs.
- Assess, select and manage vendor relationships.
- Working on and supporting key employee such as new starters, data management, absence management and leaves.
- Identifies, creates and implements standard work.

- **Sula vine Pvt.ltd**

01/12/015 - 30/01/2016

HR intern

- End to end Recruitment.On-board Sourcing,Screening,hiring,Calling,Induction & joining formalities.
- Employee record maintenance.
- Employee wealfare & safty.
- Employee training, mapping and scheduling.

EDUCATION

- **Mumbai University**

2019

MMS/MBA HRM

7.5

- **Pune University**

2016

BBA HRM

55.75%

SKILLS

- HR Generalist HR Administration Employee engagement Human resource management Interpersonal skills

ACHIEVEMENTS & AWARDS

- 1.(9years) successfully being a part of Training ship Jawahar, Sea cadet corps (SCC)Non profit organization. 2. Represented my organization Sea cadet corps to ex. President Shri Pratibatai patil.(2011). 3. First aid trained under Red Cross. 4. Soft Skill development (2015)

LANGUAGE

- English
- Marathi
- Hindi

PERSONAL DETAILS

- Date of Birth : 01/07/1995
- Nationality : Indian

- I HEREBY DECLARE THAT THE GIVEN INFORMATION FURNISHED IS TRUE TO THE BEST OF MY KNOWLEDGE.

Regards,

Namrata Borade