

HR Professional KARISHMA BHINGARE

PROFESSIONAL SYNOPSIS

- HR Professional with 5+ Years of rich work experience in various aspects of HR Domains.
- Proficient in Human resource generalist or operation roles.
- Possess experience in HR Domains like: Recruitment, Attendance management, Payroll processing, Admin, Employee welfare and engagement, Legal compliance.
- Possess excellent communications and interpersonal skills.
- Hands on experience in records and reports management.
- Consistently strives for excellence while upholding policies, procedures, and regulations.



2,Tarwala Nagar, Nashik.



9657892297



Kapsekarishma @yahoo.com

Skills-

Recruitment **Payroll Management Employee Engagement On/Off Boarding Documentation Attendance Monitoring Leave Management Exit Formalities Grievances Handling Admin Management**

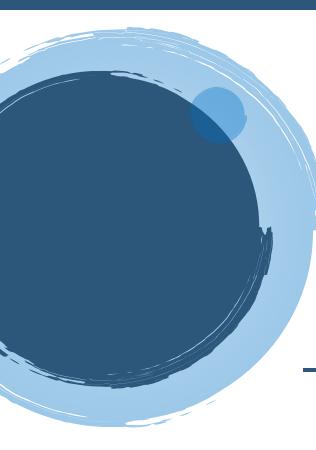
Experience -:

INFRA.MARKET

Human Resource Professional June 2021 to Till Date

Roles and Responsibilities –

- · Coordinating with the hiring managers, department head, and Vertical Head
- · Candidates hiring and selection.
- · Onboarding process Coordinating for Onboarding and joining formalities of the shortlisted candidates.
- · Helping the HR team in conducting and organizing employee engagement activities within the organization.
- · Responsible for Time office and preparing the attendance of employees for payroll (the company employees).
- · Responsible for preparing day-to-day manpower.



- · Responsible for making in arrangements for events, celebrations such as Birthdays, Holi, Diwali, etc.
- Responsible for monthly Statutory Audit by External Auditor to check the required documents are maintained correctly.
- Responsible to follow up for payments of admin vendors with the finance team.
- · Responsible to provide or replace any personnel who left the job.
- · Responsible to Maintain Personnel file of the company employee and statutory records like attendance register I Card register Etc.
- · Responsible for maintaining records for Audits wrt HR operations such as Entry-Exit of the employees, Housekeeping records, Training Records, Laundry records, etc.

AGRI SEARCH INDIA PVT LTD, NASHIK

APRIL 2019 to May 2021 HR OFFICER

Roles and responsibilities:

Recruitment: Gathering the requirements from the respective Practice Head. Sourcing CVs from job portals, social networking sites, buddy referrals and database. Coordinating interviews with team members from other locations.

Attendance and Payroll Management: Verify attendance, hours worked, and pay adjustments, and post information onto designated records. Calculation of Over time Check any issues or quires related to allowances.

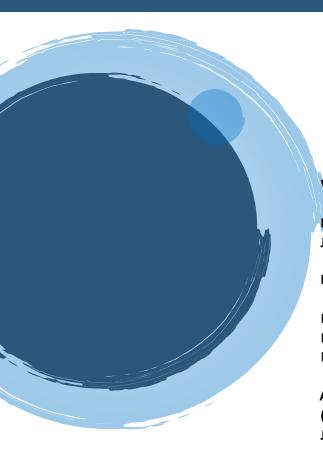
Payroll Processing. /TDS /Tally Entries.

Admin: Maintain and update human resources documents, such as organizational charts, employee handbooks or directories. Coordinating with payroll employees for work allocation. Uniform allocation, Sweet distribution.

Doing checks of visitors' register, check attendance and machine punches of ins and outs. Registering new employees into bio metric machine and coordinating for bank account opening.

Doing Induction of new employees to Management.

Legal Compliance/Employee engagement and welfare



WISDOM HIGH INTERNATIONAL, NASHIK

HR Executive
June 2018 to June 2019

Roles and responsibilities:

Recruitment/Employee Engagement/Attendance Monitoring/Exit Formalities/Personal File Management/HR Operations/ Salary Negotiation/ Employee Relations/T& D/Service Book Record

ASEAN AGRI TECHNOLOGIES PVT LTD., NASHIK (HR Executive)
Jan 2017 To Apr 2018 -

Handling 4 sister companies of Asean Group. All HR Activities.

Employee Engagement /Joining formalities /Exit formalities conducting orientation /Worked on different number of skills/Leave Management/Attendance Monitoring

AGRI SEARCH INDIA PVT LTD ,NASHIK (HR Assistant)

July 2014 To February 2015 –

Maintain personnel files of the employees and arrange it department wise/Monitoring biometric record on monthly basis for attendance/File Management /Joining formalities /Exit formalities /T&D Maintaining Personal Files.



EDUCATION & CERTIFICATIONS

MBA HR

Sinhgad Collage, Pune (April 2012 To May 2014)

B.A English

L.V.H College Nashik (April 2010 - July 2012)

D.T.ED

Samarth Adhyapak Vidyalay (June 2010 — June 2012)

H.S.C

L.V.H College, Nashik (May 2008 — June 2009)

S.S.C

Maratha High School, Nashik (May 2006 — June 2007)

Project & Experience -

Completed summer internship project at BOSCH Pvt. Ltd. for two months under the guidance of HR for the project titled- "Skill Matrix – To Assess the training needs of Employees at BOSCH pvt ltd".

Extra-Curricular

National Gold Medalist - Fencing

Personal Data

Date of Birth - 4.12.1990 Marital Status - Married

Declaration

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

KARISHMA ANIL BHINGARE



