



# Priyanka Rana

## EXPERIENCE

December 2019 - September 2023

**Assistant Manager HR Privilege Hotels** | Pune, India

- Screened, interviewed and hired candidates to facilitate smooth recruitment procedures and reference checks.
- Supported HR with new hire functions, adding employee information to company databases.
- Preparing employees offer letters & vendor contracts.
- Summed up totality of wages and benefits to prepare final pay, bonuses commissions and overtime for exiting employees.
- Reconcile monthly payroll, payslips working closely with reports on net pay, advances and pensions.
- Attendance and leave management including health insurance.
- Reviewed and completed exit interview paperwork for resigning and terminated employees.
- Prepared and processed monthly and weekly payroll documentation for timely disbursement.
- Organised employee appraisal reviews to discuss performance with managers and assess compensation based on employment level, qualifications and history.
- Handling rewards and recognition, administrative work related to employee engagement sports and social activities, birthday cards/gifts.
- Ensures that all HR reports by month end both manning and budgeting.

April 2018 - November 2019

**Payroll Executive Payroll Outsourcing Service Company - Top Source** | Pune, India

- Served as main point-of-contact for vendor and employee payroll and benefits enquiries, clarifying enrollment periods and wage discrepancies.
- Supported HR with new hire functions, adding employee information to company databases,
- Handled data relating to additional payments for bonuses, commissions, arrears and overtime hours.
- Processed sick leave, maternity leave and bereavement forms and maintained related files.
- Managing employee grievance related to payroll.
- Preparing employees' standard bank files.
- Managing Government Portal - TDS & Professional tax Annual Return filling return on Monthly basis.
- Reviewed and completed exit interview paperwork for resigning employees.

May 2014 - March 2018

**Human Resource- Senior Executive MD India Health Insurance TPA Pvt. Ltd.** | Pune, India

- Responsible for Talent Attraction, providing end-to-end recruitment, sourcing, screening and on-boarding candidates.
- Conducts interviews, coordinates with line interviewers & doing negotiation.

📍 Dubai, United Arab Emirates

📞 +971 529461829

✉️ priyankaamarrana@gmail.com

## SUMMARY

Empowering professional with strong mentoring, mediation and conflict resolution skills. Champions diversity and inclusion to create positive working environments. Dependable HR professional with extensive experience in planning, directing and coordinating HR policies. Skilled in various staff affairs such as hiring, appraisals and firing. Excellent problem-solver, talented at troubleshooting and remedying staff issues and complaints.

## SKILLS

- HR and recruitment
- Regulatory compliance
- Dispute resolution
- New employee orientation
- Benefits administration
- Team leadership
- Administrative support
- Communication skills
- Professional manner
- Personal hygiene assistance
- Cleaning
- Self-disciplined
- Employment contracts
- Well-organised

## ADDITIONAL INFORMATION

- PASSPORT NO: W4020164
- NATIONALITY: INDIAN
- BIRTH DATE: 31 MAY 1991
- GENDER: FEMALE
- STATUS: SINGLE
- PERMANENT ADDRESS :  
Koregaon Park Lane No.5,  
Pune-411001 Maharashtra India
- CORRESPONDENCE  
ADDRESS : 77 - Jebel Ali Village  
- Discovery Gardens - Dubai -  
UAE

- Preparing offer letters, appointment Letter and agreements/contracts.
- Employee code creation, maintained and updated employee database & filing.
- Processing leave en-cashment & gratuity.
- Issued exit documents (Acceptance of Resignation letter, Experience & Relieving Letter).
- Prepared HR MIS (Joining, on-boarding till exit tracker, Provident Fund Data, Education Data).
- Handling employee's confirmation & recovery letter.
- Payment of hold & arrears salary list.
- Prepare new employees ID cards, bank account.
- Submissions Provident fund forms (Withdrawal Full /Part).
- Handling Senior Management international & domestic air ticketing, hotel booking, visa process formalities travel insurance, bus, train, & car booking.
- Looking after Guest House Management.

March 2013 - April 2014

**Assistant Accountant Lunkad Realty | Pune, India**

- Tally Entries- All Receipts, Payment, Interest, Brokerage & TDS.
- Maintaining financial calculation sheet and bank reconciliation statement of Giriraj Associates.
- Manual dairy writing and cheque printing.
- Maintaining 15G/15H Forms and Monthly TDS Working.
- Printing Promissory notes and removing Cash Vouchers.
- Maintain petty cash, cash inflow and outflow.

## EDUCATION

2012

**BACHELORS' COMMERCE | Accounting**

Christ Collage, Pune, MH

2009

**Higher Secondary School | Accounting**

St Mira's Collage, Pune, MH

## LANGUAGES

**English:** First Language

**English:** C2

Proficient

**Hindi:** C1

Advanced

**Marathi:** B2

Upper Intermediate

## PROFESSIONAL AFFILIATIONS

Arena Animation Academy Specialist Program Diploma - 2012

## CERTIFICATIONS

Human Resource Management- IBMI Certification - 2023