

Mrs. Pratiksha Salvi Kashyap

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An **HR Professional** with 6 + years of exposure towards core HR activities Aiming for a challenging Human Resource Assignment with a leading organization to focus on my abilities so as to work towards achievement of the company's goal.

Professional Experience

- Working as an **Assistant HR Manager** in “**Chac United Technology Pvt. Ltd**”, at Pathardi Phata, Nashik from Oct 2023 to July 2024.
- Worked as a **HR Executive** in “**Freshtrop Fruit Limited**”, at 10th Mail, Janori, Nashik from Dec 2022 to Oct 2023.
- Worked as **Group HR Executive** in “**Sanjyot Group**” at MIDC, Satpur, Nashik from **Dec 2018** till Dec 2022.
- Worked as **HR Executive** in “**SHINDE & GAIKWAD**” Associate For 6 Months from **July 2018 to Dec 2018**.
- Worked as Payroll Officer in “**Liberal Logistics**” For **6 Months** From **Dec 2017 to May 2018**.

Personal Details

- Date of Birth : 17th June 1994
- Permanent Address: Flat No: 802, Serenity Heights, Govind Nagar, Nashik-422008
- Gender : Female
- Nationality : Indian
- Language : English, Hindi, Marathi
- Marital Status: Married.

Computer Proficiency

- Well verse with Knowledge of Internet.
- Proficiency in Windows XP & Windows 2010
- Proficiency in Microsoft Office 2003 and 2010
- Proficiency in Structured Query Language (SQL)
- Proficiency in Power Bi

Highlights

- Excellent communication, co-ordination & negotiation skills with strong team building abilities.
- Right & Positive attitude
- Self-motivated & quick learner
- Result oriented
- Ability to work independently & in Team.

Education

- **SSC** from Sarda Kanya Vidyamandir, Nashik in **2009**.
- **HSC** from Bitco College, Nashik in **2013**.
- **BSC.HS** from MGVS's SPH HMCT, Nashik **2016**.
- **MBA (HR)** Completed from MGVS's Institute of Management Research & Technology (IMRT), Nasik in **2018**.
- **Diploma in Labour Law & Labour Welfare** from MGVS's Law College, Nashik 2024

Addition Competencies:

Lead Auditor Certified for internal auditors of IATF& ISO

Major Key Responsibilities:

Recruitment: -

Job Posting and Advertisement:

- Create and post job openings on various platforms, including job boards, company website, and social media.
- Develop engaging and informative job descriptions to attract qualified candidates.

Candidate Sourcing and Screening:

- Utilize various sourcing methods, such as online databases, networking, and referrals, to identify potential candidates.
- Review resumes and applications to shortlist qualified candidates.
- Conduct initial phone screenings to assess candidate suitability.

Interview Coordination:

- Schedule and co-ordinate interviews with hiring managers and interview panels.
- Communicate with candidates to provide interview details and gather necessary information.

Selection and Offer Process:

- Collaborate with hiring managers to evaluate candidate and make informed hiring decisions.
- Extend job offers to selected candidates and negotiate terms as necessary.

On-Going Relation Building:

- Maintain relationships with recruitment agencies, educational institutions, and other relevant partners.
- Keep abreast to find industry trends and best practices in recruitment.

Employee Branding:

- Contribute to building and promoting the employer brand to attract top talent.
- Develop and maintain a positive candidate experience throughout the recruitment process.

Onboarding:

Orientation Planning:

- Develop and implement a comprehensive onboarding program for new hires.
- Coordinate with various departments to ensure a smooth onboarding process.

Documentation and Compliance:

- Collect and review new hire paper work, ensuring all required documents are completed accurately.
- Ensure compliance with legal and organizational requirements during the onboarding process.

Training and Integration:

- Coordinate and facilitate orientation sessions to introduce new hires to the company culture, policies, and procedures.
- Collaborate with department heads to arrange job-specific training for new employees.

Employee Handbook and Policies:

- Provide new hires with the employee handbook and explain company policies.
- Address any questions or concerns regarding policies and procedures.

Feedback and Continuous Improvement:

- Gather feedback from new hires about the onboarding process.
- Identify areas for improvement and implement changes to enhance the onboarding experience.

Exit Interviews:

- Conduct exit interviews to gather insights and feedback for improving the overall employee experience.
- Employee Relations Leadership:
- Manage complex employee relations issues, investigations, and conflict resolution. Advise and coach managers on handling employee relations matters and maintaining a positive work environment.

Legal Compliance:

- Develop and implement policies and procedures to mitigate legal risks.
- Handled various statutory compliance including PF, ESIC, MLWF, Gratuity & Bonus Calculation.
- Prepared deduction reports & ensured compliance with legal requirement, submitting necessary documentation to the accounts department

Performance Management:

- Assist in the performance management process, ensuring alignment with organizational goals.
- Provide support to managers on performance improvement strategies and employee development.

Learning and Development:

- Design Training Calendar, Training tracker, Training Schedule and coordinate with the Internal and external trainers for conducting the training.
- Training Feedback and evaluation taken from the employees

Payroll Management

- Preparing payroll sheet for the contractor and the staff employees on timely basis to ensure no delay in salaries.
- Make the PF and ESIC Challan and make the payment on time.

Time Keeping and Attendance

- Manage the attendance of Staff and contract worker
- Ensuring the leave applications come on time from the staff and are updated in the software
- Make reports for Leaves, early going, Late coming and half day and reporting to the Management on Monthly basis.

Employee Engagement

- Maintaining on going rewards & recognition programs like Star employee of the month, competitions etc.
- Ensuring high level engagement with work of employees.
- Planning and introducing employee engagement activity by making Employee Engagement Calendar and following the events as per the same.
- To ensure that employees birthday celebration anniversary celebration is done and giving vouchers and gifts on the special days like birthday and anniversary.
- To celebrate different week such as Diwali week, Safety Week, Women's Day, etc.
- To conduct employee engagement survey and give inputs to top management.
- To ensure that all employees are covered under Reward and Recognition scheme.
- To arrange different management games to boost morale of all.

Audit Compliance

- To ensure that IATF -16949, ISO & Smeta (Sedex) audit compliance is followed rigorously.
- To ensure that compliance is followed and ensure its adherence is followed on shop floor.
- To ensure that Internal Audits are carried out and no NC's are raised in the same.

DECLARATION:

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

Date:

Pratiksha Salvi Kashyap