

Priyanka

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📍 Sion, Dist. - Mumbai

SUMMARY

I am a professional into Human Resource field with having over all 2+ years of experience in Human Resources. I am versatile in professional with the ability to quickly learn and deliver the assignment or assessment of the given frame work.

KEY SKILLS

- JOINING FORMALITIES
- ATTENDANCE
- PAYROLL MANAGEMENT
- PMS
- EXIT FORMALITIES

KEY TOOLS

- MS OFFICE
- PPT
- EXCEL

EDUCATION

MASTER OF MANAGEMENT STUDIES(MMS)

HUMAN RESOURCE-2019

Gaikwad

HUMAN RESOURCES

PROJECT

**SUMMER INTERNSHIP PROJECT
DENA BANK AS MANAGEMENT
TRAINEE FROM MAY 2018 TO JUNE
2018**

EXPERIENCE

CRITICARE HOSPITAL

TRAINEE HR | DEC 2018 TO MARCH 2020

- Talent Acquisition & Joining Formalities
- Attendance, Leaves & Payroll Management
- Exit Formalities & Final Settlement
- Performance Management System and Succession Planning
- Training & Development
- HR Administration and Operations