

ROSHANI KUMARI

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Wakad, Pune

CARRER OBJECTIVE

A dynamic HR professional endeavoring a challenging position that requires the thorough use on inherent talent, will and skill to achieve demonstrated results.

PROFILE SUMMARY

A result driven **HUMAN RESOURCE ANALYST** professional with almost 3yrs of comprehensive experience.

An able problem solver and sharp strategist with great analytical abilities and a broad skill set. Profound knowledge of employee relations, Talent Acquisition and general human resource administration with a sense of heightens sound work culture within the business.

Outstanding interpersonal communication, negotiation and analytical skills with solid organizational as well as building team building capabilities.

A passionate learner dedicated to obtaining the constant understanding of diverse industries, corporations their functions and market synopsis.

WORK EXPERIENCE

HR Analyst@ Paradiso Pune
Oct 2018 – March 2020

- Handling a team of HR, Technical , sales and Project manager
- Policies and Retention management
- Weekly reports submission
- Created reports for leadership in PowerPoint and Excel
- Gathering requirements, coordinating with different team managers – Identifying recruitment needs within the team
- Engage in exit Interview
- Hiring of candidates(IT & Non IT), Bulk hiring, Campus recruitment, Referrals
- Handling the job portals like Naukri, Indeed, Meetup, Shine, LinkedIn, upwork, HIRIST and others
- Answering inquiries of the joiners concerning their joining pay relevant matters.
- Maintaining elements like employee discipline, grievance and motivation to keep good employee relations.

- Coordinating annual day celebrations, birthday bashes rewards and recognition.
- Employee counseling and problem solving.

**HR Recruiter@ Our SoftwareWorld, Noida July 2017
Sept 2018**

- Handling recruitment with various job portals i.e Naukri, Shine, Social networks
- Gathering manpower requirements of various departments.
- Recognizing training needs of employees for enhancing their behavioral as well as technical soft skills.
- Bulk Hiring, Campus Recruitment
- Salary Negotiations
- Clients handling , Vendor Management
- Creating Documents, NDA through Docusign

**HR Analyst@ Cloudlex Inc Pvt ltd, Pune
Feb 2017 – June 2017**

- Handling End to End recruitment (Technical & Non Technical)
- Joining Formalities, Induction, Briefing them about the company, policies and all the rules and regulations of the company.
- Maintaining attendance MIS and new joiner reports.
- Employee Engagement and Event Management
- Handling employee's queries related to pays, advance and reimbursements etc.
- Employee Retention
- Driving smooth separation process for resigned employees, taking exit interviews and feedback so that the name of the company stays clean.
- Full & final settlement of ex-employees.
- Managing leave records, deductions.
- Securing the employees file and ensuring maximum confidentiality of their personal information or documents.
- Recognizing training needs of employees for enhancing their behavioral as well as technical soft skills.
- Handling housekeeping and courier agencies.
- Preparing and handling over all kinds of HR related letters.

EDUCATION

- Have completed MBA from SIOM,Pune in HR 2017
- B.com from SCOS 2015
- Higher Education from BDPS, Patna 2012

SUMMER INTERNSHIP PROJECT

- **Name of company** : INTERNATIONAL PHOTOGRAPHY WORKSHOP
- **Project Title** : Evaluation of employees performance
- **Duration** : 2 months
- **Description of project:**
 - To analyze the evaluation and effectiveness of performance management system.
 - To support in bridging gap between current and desired performance.
 - To identify the most challenging aspects of management in the system.
 - To suggest the ways and means to improve current performance management system.

TECHNICAL SKILLS

- Proficient in MS Office.(Certified Excel and powerpoint) through LinkedIn
- Certified SAP ERP essentials training from LinkedIn Learning
- Certified Power Point 2016 essential training from LinkedIn Learning

CERTIFICATION & AWARDS

- Received employee of the month and quarter in Paradiso Pvt ltd.
- Certification in understanding HRMS and it's benefits.
- Certified in making employee policies

I hereby declare that the above mentioned details are true to the best of my knowledge.