

## JYOTI BHALEKAR

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A multi-faceted professional, strategic thinker with experience in driving HR initiatives to realize bottom-line results in the pursuit of organizational objectives; building and motivating teams that well exceed expectations.

### Profile Summary

- A dynamic HR Professional with BMS in Human Resources with 1.3 years of experience in delivering HR functions across Research, Manufacturing businesses.
- Experience in handling end to end recruitment, identifying training needs and conducting programs towards enhancing employee productivity and building committed teams.
- Successful in motivating staff through clear communication and outstanding organizational skills

### Core Skills and Specialties

- Payroll Management
- HR Operations
- Recruitment & Selection
- Employee Engagement
- Team Management
- Training and Development

### Career Contour

#### XCELLANCE MEDICAL TECHNOLOGIES PVT LTD

Asst. HR Executive

February 2021 to till date

#### KEY DELIVERABLES

- **Recruitment, Selection:**
  - Managing the entire recruiting process, from requisition initiation to sourcing, Scheduling candidates for different level of interviews to acceptance of offer and final placement.
  - Sourcing candidates and leads through various sources, including Job portals, internal database, consultant, employee referrals, Job posting, Mass mailing, References, social networking sites.
  - Sourcing, Screening, Conducting Telephonic interview & Preliminary round interview coordinating with senior management for final round interview for Junior, Middle & Senior Level Employee.
  - Presenting the resume to concern department, checking availability of interviewer and coordination for interview process, conducting HR round.
  - Reference checks, Salary negotiation, Offer Letter and coordination.
  - Creating Job Descriptions according to organizational needs.
- **On boarding /Joining Formality:**
  - Documentation, appointment Letter, joining process, orientation, initial training coordination and keeping record induction and joining procedures etc.
  - Maintaining employee's files and other records.
  - Enrollment in system (HRMS Software) and conducting statutory requirements on time.
  - Asset allocation, ID card, visiting cards preparation and distribution.
  - Coordination for seating and other basic arrangements for new employees.
- **Payroll Management:**
  - Monitor monthly leave and attendance record of employees.
  - Process payroll in smart office software and set up process and implementation with zero per cent (%) error.
  - All attendance and payroll related data authentication to centralize payroll process for monthly Salary.
  - Sharing Salary data /sheet with Finance for timely payment of salaries.
  - Solving Grievance related to Salary

➤ **Managing Statutory Compliances:**

- Updated with all the statutory compliances needed in a manufacturing premises.  
Example: PF, ESIC , LWF, Bonus, Gratuity, Minimum wages.
- Having knowledge and basic experience of PF, ESIC, PT and MLWF.
- Co-ordinating with the statutory consultant for the same.

➤ **Employee Engagement & Management:**

- Managed employee engagement activities independently which include Festival celebration, Birthdays celebration.
- Resolving internal department dispute.
- Organizing yearly medical checkup camp for all employees and maintaining the records.
- Preparation of Memos, Letters, Notices to employees when needed.

➤ **Employee Separation:**

- Responsible for all exit procedures.
- Exit interview to be conducted and ensure all formalities are completed while leaving the company with documentation, conducting exit interviews and process.
- Facilitating entire full & final settlement of an employee.

➤ **Employee Relations:**

- Regular one-on-one meetings with employees
- Grievance handling

➤ **Training & Development:**

- Understand & identify the training requirement of each department concerning superior, HOD's. Planning, Budgeting, Designing, Making Training Calendar, Delivery & organizing training program.
- Assisting senior for Conducting Relevant Trainings to upgrade skills and ensuring career growth of the employees
- Creating the Training need analysis and training calendar.
- Coordinating all Training program (internal and external) for the staff.
- Maintaining all Training records and its evaluation updating skill matrix.

**XCELLANCE MEDICAL TECHNOLOGIST PVT.LTD**

**HR Intern**

**October 2020 to January 2021**

**KEY DELIVERABLES**

- Screening resumes and scheduling interviews
- Scheduled or rescheduled interviews of shortlisted candidates
- Coordinating and supporting the recruitment process
- Taken follow ups with candidates till their joining
- On-board activities such as joining formalities, documentation
- Maintaining the records of the employees individually by maintaining their personal file
- Preparing salary structure
- Maintaining muster roll register
- Making Offer, appointment and confirmation letter.
- Having knowledge of Indeed and Naukari portal
- Thorough quality check of each profile, ensure that they meet all the necessary standards
- Prepare tracker sheets to have clarity on the feedback for each profile.
- Build an effective and strong MIS system to keep the numbers flowing
- Maintenance of daily, weekly and monthly reports. Maintaining database of candidates.

## PERSONAL SKILLS

- Optimistic
- Quick Learner
- Team player

## Academic Credentials

2022 PGDM (HR) - Welingkar Institute (Pursuing)

2020 B. M.S (HR) - N.K.T.T College

2017 HSC - N.K.T.T. College

2015 SSC - G.S.S. High School

## Personal Profile

Date of Birth : 15-01- 2000

Languages known : English, Hindi & Marathi

Nationality : Indian

Current Location : Thane

## Declaration

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

Date :

JYOTI BHALEKAR