

JAHNAVI NIKUNJ SAKARIA

Address	B-19, Laxmi Krupa Building, Pushpa park, Daftary Road, Malad (East) , Mumbai -4000097
Mobile Number	+91- 8169167196
Email id	jahnavisakaria@gmail.com

CAREER OBJECTIVES:

Obtain a position and continue working in the Human Resource Management field in an organization where my skills, work experience, training, and education can be fully utilized for the benefit of the company and further developed.

WORK EXPERIENCE (TOTAL EXPERIENCE – 6.3 Yrs, REL EXPERIENCE – 5.7 Yrs):

<u>Company Name</u>	<u>Work Location</u>	<u>Designation</u>	<u>Start/End Date</u>
Star Health and Allied Insurance Company PVT LTD	Andheri-East, Mumbai	Officer/Underwriter	15th June 2017 – 2nd January 2018
Nikhil Adhesives LTD	Andheri-East, Mumbai	HR Executive	20 th March 2018 to 17 th May 2023
Mayuri Kumkum Limited (Insight Cosmetics)	Lower Parel, Mumbai	Senior HR Executive	14 th July 2023 to Till Date

Skills

- Onboarding
- Compensation and Benefits
- Statutory Compliances
- Employee Engagement
- Employee Relations
- HR & Admin Operations
- Employee Grievances
- Performance Management and Rewards

HR Related Job Responsibilities

- Responsible for Employee Onboarding and Employee Engagement and Full and Final (FNF) settlement for all the Employees.
- Responsible for conducting all Talent Acquisition activities for all the new job openings in the Organization.
- Responsible for Payroll Accounting – Running payroll through KEKA Software.
- Responsible for Government Compliances - PF, ESIC, Labor Welfare, Professional Tax
- Also working as an HR Generalist role
- Responsible for Medical Insurance Calculations.
- Responsible for bonus and increment cycle.
- Responsible for employee life cycle management
- Preparing and submitting all relevant HR letters / documents / certificates as per the requirements of employees.
- Handling Diwali Bonus and Petty Cash.
- Process all Official Expenses on Employees.
- Handling Grievances of the employees.

EDUCATION:

Academic Qualification	Institute/ University	Passing Year	CGPA
PGDBM – HRM	NMIMS Global Access School For Continuing Education (NGA-SCE) – Distance Learning – Mumbai	July 2020 -July 2022	74.58
B-Tech Computer Science	Vyas Engg. College for Girls Jodhpur/RTU kota	2012	66%
H.S.C	Smt. S. B. Patel Kanya Higher Secondary School	2008	53%
S.S.C	Smt. R. G. Patel Kanya Higher Secondary School	2006	82%

Personal Information:

Hobbies	Listening music, cooking, drawing
Relationship	Married
Date of Birth	20th July 1990
Gender	Female
Languages known	English, Hindi, Gujarati
Permanent Address	B-19, Laxmi Krupa Building ,Pushpa park, Daftary Road, Malad (East) , Mumbai - 4000097
Mobile Number	+91- 8169167196
Email	jahnavisakaria@gmail.com

DECLARATION:

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

Place: Mumbai

JAHNAVI NIKUNJ SAKARIA