



AISHWARYA RAIKAR

To utilize my knowledge and ability, to take responsibility and to contribute my maximum effort in achieving the goal of an organization.

Personal Details

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Milan,CHS,G.K.Marg,Worli-400018

Date Of Birth: 30-11-1997

Educational Background

PGDHR-2019-2020

Tata Institute Of Social Science

BCOM-2015-2018

K.C.College

H.S.C-2013-2015

K.C.College

S.S.C-2013

Sharadashram Vidyamandir

Professional Experience

Company Name: Scymes Services Pvt Ltd-April,2021-Present

Designation: HR Executive

Recruitment

- End to end recruitment for the company (Pan India)
- Sourcing candidates for Junior, Mid to senior& Managerial Level Management.
- Sourcing, Screening, and short listing resumesthrough job portals,database and candidate reference according to therequirements.
- Preparing interview schedules for the short-listedcandidates.
- Conducting telephone and Personal interviews in coordination with department heads.

HR Administration & Payroll

- Handling Onboarding formalities.
- Maintaining employee's personal files and records.
- Tracking attendance, maintaining leave records, issue letters, etc..
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letterslike offer letter,appointment letter, increment letter, Absenteeism notice, warningletter, experience certificate, relieving letter, etc.
- Preparing Payroll file, Salary Calculations.

Employee Engagement

- Celebrations - Diwali, Ganpati Festival, and other company events
- Effectively managing welfaremeasures, management - employee get together, picnics& parties.
- Developing employee engagement programs like Initiated and administered a welcome- mail policy to all new joiners, Initiated regular Birthday mailers, & celebration policy.

Company Name: CP Careers Pvt Ltd-July 2019-July 2020

Designation: HR Intern

- Handling the entire recruiting cycle.
- Sourcing, Screening, Co-ordination, Follow ups.
- Understanding job description and job specification of assigned position.
- Sourcing resumes through job portals, head hunting, references, networking.
- Managing the entire recruitment cycle and close the position.
- Posting jobs and fetching resumes from job portals.
- Briefing candidate regarding job description, company profile.
- Onboarding Formalities.