

KAJAL NIMBALKAR

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Objective

To work for an organization with dedication and integrity with a focus on creating challenging circumstances to contribute toward its productivity & profitability, also to earn handsome salary and social and professional recognition. This will make my parents proud.

Experience

Softcell Technologies Global Private Limited

April 2021 - Till Date

Hr Trainee

Duties and Responsibilities:

Recruitment and Selection:

- Responsible for full IT (Technical) recruitment cycle from sourcing to on boarding of the candidates in the organization.
- Taking care of entire recruitment related to corporate for trainee to manager level positions and building a great work force to the organization.
- Hands on experience in sourcing, Screening, Shortlisting, Recruitment Drives and Hr interviews.
- Conduct preliminary interview of the candidates,
- Salary and notice period negotiate with candidates
- Offer Rolled out.

Onboarding and Exit Formalities:

- Verification of Onboarding documents, generating employee codes.
- Assisting new joiners with asset allocation and configuration process.
- Provide the individual Email access and portal access to the new joiners.
- Building a strong profile summary of new hires to be displayed on portal
- Guidance for salary account opening
- Addition in spine payroll and Hrms portal
- Taking exit interviews and preparing a plan of action based on the response received which helps in future retention of manpower
- Exit entry in payroll.

Induction and Orientation:

- Conducting induction and orientation program of new hires from trainee to manager level new joiners and make them understand cross functional activities.
- Providing orientation about the department heads and introduced them to make the employees free in the org.
- Providing induction about hrms portal, leave, mediclaim, insurance, reimbursement for traveling allowance etc.

Employee Relation and Engagement :

- End to end hand holding of new joiners till they are completely operational.
- Addressing to new joiners queries and making them familiar with company policies.
- Mailing birthday wishes to the employees and arranging celebration gifts.
- Handle queries received from employees.

Generalist Function:

- Responsible for functioning of payroll cycle, coordinating with the client branch manager for attendance remarks and for incentive inputs.
- Responding to employees queries, grievance over phones, mails.
- Maintaining the documents of the employees on Hrms portal
- Maintaining monthly MIS by updating employees data from all locations.
- Weekly prepare new joiner input and ESIC sheet.
- Preparing and issuing offer letter, appointment, confirmation and experience relieving letter
- Taking care confirmation of employees.
- Employee referral claim
- Background verification of new joiner

- Coordinating with accounts team for resolving any issues related with employee salary.
- Preparing authorization letters, bonafide letters, required for on site employee entry.

3HD Media Enriching Rich Media Company**May 2019 - July 2019**

Hr intern

- Daily Job posting in various job portal.
 - Screening, shortlisted, recruited candidates for organization
 - Documentation of candidate.
 - Training & development.
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Education***Ncrd's Sterling institute of Management Studies Nerul, New Mumbai***Master of Management Studies in Human Resource
2020 — **66%**

Maharshi Dayanand College of Arts, science and commerce Parel, MumbaiBachelor of Science in Maths
2016 — **68%**

Vidya Pratishthan College Baramati, PuneHSC
2013 — **57.83%**

Skills

- IT Recruitment
 - Spine payroll
 - Hrms
 - Hr generalist
 - Hr operations
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LanguageEnglish, Hindi, Marathi
