

KAMALAKSHI B. KARDILE



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Human Resources professional with nearly 6 years of experience building on employee value and creating best-in-class HR practices; coordinated with multi-skilled and multi-culture people; known for clear thinking and good problem solving skills

Target Location: Pune

PROFILE SUMMARY

- **6 Years, Led basic HR functions** with focus on building high-performance culture and employer branding aligned to corporate values
- Proven expertise in **HR Lifecycle Management** entailing, Performance Management, On-boarding/exit formalities, Compensation & Benefits, Employee Engagement/ Retention, and General HR activities
- Credited for effectively **managing HR challenges, employee issues/complaints** by applying sound problem solving skills
- Completed a broad variety of **administrative tasks** that facilitated to effectively lead the organization, including designing and producing complex documents and reports; making travel arrangements; and completing expense and mileage reports, Payment follow-up with client, SAP SO discussion, managing PO, Quotation, preparation for Audit activities, Payment entry, Vender bill, Check deposit, outstanding payment follow-up

PROFESSIONAL

1 Nov 2016 to 3 June 2018 with FIPL Consultant Pvt Ltd / HR

- Manage all phases of full-cycle recruiting, from initial sourcing and screening through
- offer negotiations, placement, and onboarding. Human resource management
- Developed and implemented improved recruitment metrics to enhance metrics reporting.
- Kept the company's internal database updated through timely reports and assessment
- Perform full life cycle recruiting role combined with special project work
- Conduct research and sourcing for entry-level to senior-level positions via resume mining,
- name generation, and/or candidate development
- Employee requirements and onboarding work
Employee onboarding and exit Processes and documentations work
- Maintained all HR related documents, generated MIS Reports and handled complaints
- Arranged interviews, payroll maintenance, attendance and leave management

Oct'14-Sep'15 with TUV SUD South Asia Pvt. Ltd., Pune as HR/Administrator

- Coordinated in creating Performance Appraisal, Clearance certificate, relieving letter, testimonial, salary certificate etc.
- Maintained all HR related documents, generated MIS Reports and handled complaints
- Arranged interviews, payroll maintenance, attendance and leave management
- Executed Travel Arrangements, hotel booking, petty Cash Management and other admin activities
- Involved In Payment follow-up with client, SAP SO discussion, Managing PO, Quotation, preparation for Audit activities, Payment entry, Vender bill, Check deposit, outstanding payment follow-up, Miscellaneous other office activities

Mar'12-Jul'14 with Poshak Agrivets Pvt. Ltd. Amravati as HR/Administrator

- Spearheaded daily admin activities including payroll administration for hundreds of employees, timely maintenance of payouts, coordination with human resources and insurance, and staffing of payroll associates for needs of the department
- Prepared payroll deductions/adjustment, Salary components, attendance system etc.

CORE COMPETENCIES

HR Operations
HR Generalist
Employee On-Boarding/Exit
Employee Engagement Initiatives
Administration Activities
MIS Reporting
Cross-Functional Coordination
Mentoring/Knowledge Transfers

ACADEMICS

M.B.A. (HR/Marketing) from Sant Gadge Baba Amravati University in 2011 with 60%

B.A. (English Lit.) from Sant Gadge Baba Amravati University in 2008 with 50%

12th from Maharashtra Board in 2005 with 50.67%

10th from Maharashtra Board in 2002 with 64.26%

TECHNICAL SKILLS

MS Office (MS Word, MS Excel)
Tally 9.0

CERTIFICATION

Digital Marketing Course
With Internship
(Prima Think Technologies Pvt Ltd)

PERSONAL DETAILS

Date of Birth: 12th May 1986
Languages Known: English, Marathi and Hindi
Address: Flat No- B1105 fusing city Kondwe Dhware, Waraje NDA Road, Pune -411023

Sep'11-Jan'12 with Jadhao Gears Pvt. Ltd., MIDC, Amravati as HR/Administrator

- Maintained all HR related documents; generated HR Reports & Attendance and leave daily reports
- Led the admin work, Vendor Management, Record Keeping, Sales & Purchase Records

SUMMER INTERNSHIP

Jadhao Gears Pvt. Ltd., MIDC, Amravati (Studied HR Functions)

PROJECT HANDLED

Title: A Study of Attrition Rate (M.B.A. Dissertation)
Organization: The House OF Laptops Pvt. Ltd. Pune

Date:

Place: Pune

Kamalakshi Kardile