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**Patricia**

**Patricia.372863@2freemail.com**

**OBJECTIVE**

To excel in life both personally and professionally by focusing on the goal and completing the work with perfection through full sincerity, zeal and diligence.

**PROFESSIONAL PROFILE**

14+ years of total HR experience, playing key role in HR functions like Recruitment, Joining, Induction, Handling HR related issues as well as administrative issues, Exit Formalities, Database Management, Coordination, Leave and Attendance Management, Payroll Administration, Employee engagement, General Administration and Personal management.

**HR SKILLS**

* Microsoft Office Skills
* Database management and record keeping
* Excellent organizational skills.
* Multitasking
* Ethical
* Independent
* Verbal Communication
* Initiative
* Employee relations
* Self-motivated
* Quick learner
* Team working
* Hardworking
* Honest
* Punctual
* Sincere

**EMPLOYMENT**

**Intech Designs (India) Private Limited – Assistant HR Manager Jan 2015 – Feb 2017**

* Assisting with day to day operations of the HR functions and duties. Providing clerical and administrative support to Human Resource Managers
* Involved in End to End recruitment. Responsible for understanding technical requirements, initial screening, short listing resumes, mapping skills with existing requirements - through jobs sites, internet search. Scheduling interviews, salary negotiations, final closure
* Welcome new employees to the organization conduct initial orientation and explaining the organization's HR policies to the employees
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
* Attend to employee complaints and work to resolve conflicts and implementing disciplinary procedures. Deal with employee requests regarding human resources issues, rules, and regulations
* Promote a positive and open work environment where employees feel comfortable speaking up about issues
* Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
* Responsible for collection of attendance from different location and maintenance of employees leave records for salary pay out.
* Issuing pay slips, salary certificate and other related documents
* Maintains employee confidence and protects operations by keeping human resource information confidential
* Preparation of salary statement. Preparing and processing timely distribution of salary, bonus and increment
* Preparing and maintain data of resigned employees within stipulated time and clear their dues in the form of full and final settlements
* Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
* Assisting line managers to understand and implement policies and procedures and recommending changes
* Perform administrative work, including scheduling, maintaining files and sorting mail for the HR department
* Vendor Management

**St. Francis Institute of Management & Research – Executive Corporate Relations and Placements Nov 2012 – Dec 2014**

* Co-ordinate with HR of various organizations for Management Trainee Recruitment
* Database Management – Company and student
* Preparing and maintain reports for monthly / Yearly review of the placements status

**Henkel Marketing India Limited – Office Assistant, Admin and HR Coordinator May 2000 –Mar 2011**

* Short listing resumes, mapping skills with existing requirements - through jobs sites/ portals, internet search strings, database. Scheduling interviews
* Welcome new employees to the organization conduct initial orientation
* Communicating and explaining the organization's HR policies to the employees
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
* Attend to employee complaints and work to resolve conflicts and implementing disciplinary procedures. Deal with employee requests regarding human resources issues, rules, and regulations
* Promote a positive and open work environment where employees feel comfortable speaking up about issues
* Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
* Responsible for collection of attendance from different location and maintenance of employees leave records for salary pay out.
* Maintains employee confidence and protects operations by keeping human resource information confidential
* Preparing and maintain data of resigned employees within stipulated time and clear their dues in the form of full and final settlements
* Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management
* Perform administrative work, including scheduling, maintaining files and sorting mail for the HR department
* Vendor Management
* Managing all HR related work. To look after all the administration activities (booking tickets, Hotel accommodation, arrange meetings and appointments etc.)
* Regular Coordination with sales team and provide total support to sales team for smooth functioning. To prepare all the data of the sales team and maintain all records
* To extend hospitality to visitors and make them comfortable and handling customer queries

**Accord Tours and Travels – Office Assistant Jul 1999 – Apr 2000**

* Computer Operator
* Filing all documents and maintaining attendance

**Kadakia Plastic Private Limited – Office Assistant Jun 97 – Jun 1998**

* Computer Operator
* Filing all documents and maintaining attendance

**Balaji Telefilms Limited – Office Assistant Jan 97 – May 1997**

* Computer Operator

**L. F. Rodrigues and Company – Office Assistant Mar 94 – Dec 1996**

* Computer Operator
* Filing all documents

**EDUCATION**

* **PGDM – HR** from Welingkar Institute of Management **Mumbai**
* **B.A.** from **Mumbai** University

**PERSONAL DETAILS**

* Date of Birth – 17th March 1974.
* Nationality – Indian
* Marital Status – Married