RANJIT

**Email**-ranjit.393910@2freemail.com

**OBJECTIVE**

I am looking for a position that offers greater challenge, and opportunity to grow and prosper with the company to higher levels.

**OTHER PROFESSIONAL QUALIFICATIONS**

Simultaneously, along with my B.Com degree from Mumbai University, I have taken diploma in H.R from Welingkar Institute of Management studies.

**WORK EXPERIENCE**

**Intelenet Global Services, Mumbai**

**Executive- Operations (HR) - April 2017 to July 2018**

JOB RESPONSIBILITIES

* Act as the point of contact between the executives and clients.
* Employee database administration.
* Handle requests and queries appropriately.
* Monitoring and checking all the correspondence issued from HR.
* Ensuring employee engagement drives as per corporate guidelines.
* Correspond with vendors and respond with inquiries.
* Produce supporting documentation for audits, produce monthly reports.
* Conduct initial orientation to newly hired employees
* Conducting exit interviews and handling exit formalities.
* Handle confidential documents ensuring they remain secure.
* Assist in payroll preparation by providing relevant data.
* Resolve queries and contributing to team success.
* Assist HR Managers in recruitment and selection.
* Co-ordinate training programs for employees with training manager.
* Preparation of Employee ID/Access cards.
* Process documentation and prepare reports relating to personnel activities.
* Assisting with day to day operations of the HR functions and duties.

**SI Group India Pvt Ltd, Navi Mumbai (formerly known as Heredillia Chemicals)**

**HR Executive- July 2016 to March 2017. (Third Party Contract)**

SI Group is a leading global developer and manufacturer of chemical intermediates, specialty resins and solutions that are critical to the quality and performance of countless industrial and consumer goods.

JOB RESPONSIBILITIES

* Maintaining personal files, joining & resignation, issuing identity cards.
* Recruitment- Resume scrutiny, calls for interview, & arrange, schedule and co-ordinate interview process. Prepare interview trackers and update weekly.
* Preparation of all kind of letters like offer letter, appointment letter, confirmation letter, Promotion letter, transfer letter and relieving letter.
* Give induction to new joinee, Documentation- Scan, Filling & Soft copy Data Storage (All Joining Formalities) As well as Exit Formalities.
* Monitoring Expense reimbursement and processing the salaries of the employees.
* Organizing & Coordinating Training Programme as per the requirement.
* Training evaluation and feedback generation.
* Monitoring general administrative areas like data management, reporting, safety and Purchase daily stock of stationery etc.
* Develop and maintain HR Policy

**SKILLS AND ABILITIES**

* Developed interpersonal communication, effective coordination, and excellent verbal and written communication skills.
* Open Minded, Practical & Agile with Change
* Demonstrate Courage & Integrity
* Communicate with Impact & Empathy
* Build & Sustain Relationships
* Lead & Contribute to Team Success

**MY STRENGTH**

As an inbuilt habit, striving hard to win over a challenging environment is always a fascinating factor for me. I am confident of my grasping skills and ability to focus and pick up fast, the tasks bestowed upon me. My greatest strength is being prudent, hardworking and quick learner and always open to accept new challenges.

**PERSONAL DOSSIER**

Date of Birth : 26th February, 1993

Nationality : Indian

Marital Status : Unmarried

Language Proficiency: English, Hindi, Malayalam and Marathi