**RESUME**

**MANASI PARAG KULKARNI**

Email-ID:-**manasipkulkarni@gmail.com**

**Contact No. 7506295857/9823743766**

**OBJECTIVE:-**

To enhance my present skills in HR and Admin and be a successful women in this career.

**PERSONAL PROFILE:-**

* Date of Birth **:**02nd January 1984
* Sex **:**Female
* Marital Status **:**Married
* Languages Known **:**Marathi, English, Hindi

**QUALIFICATIONS DETAILS:-**

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| **Sr. No.** | **Degree** | **Board/University** | **Year** | **Class** |
| 1 | SSC | Mumbai | 1999 | First Class |
| 2 | HSC | Mumbai | 2001 | First Class |
| 3 | B. Com | Mumbai | 2004 | Second Class |
| 4. | P.G in HR | Mahatma Gandhi University | 2017 | Pursuing |

**COMPUTER COURSES: -.**

* Other Software : Tally 9.0, MS office,

**WORK EXPERIENCE:-. .**

* **Worked with Idemitsu Lube India Pvt Ltd (Japanese MNC) as a Sr. Officer –HR and Admin since October 2013 till July 2017**

Idemitsu Lube India Pvt. Ltd is Japanese Company manufacturing Lubricants and Oil and having its subsidiaries around the world.

**Responsibilities:-**

**RECRUITMENT**

Sourcing of candidates from various sources and screening the resumes, Scheduling interviews of the candidates, negotiating salary and Issuing offer letter to the selected candidate.Ensuring the background check up of the candidate before his joining, medical check. Completing joining Formalities and arranging Induction, Confirmation etc.

**HRMS & TIME OFFICE**

Maintaining upto date employee information in HRMS. Managing Time office efficiently, ensuring timely payment of wages to employees. Assisting in development of Salary structure for all levels Fixation of Salary for new entrants. Providing inputs for salary inputs to payroll consultant regarding attendance, new joinee, left employee etc.

**EMPLOYEE EMGAGEMENT ACTIVITIES**

Assisting in Organizing various employee engagement activities i.e Picnics, Annual day celebration, Sports activities, Marriage & Birthday Gift, collating data of annual employee satisfaction survey and analyzing reports. Assisting in conducting HR forum of employees to reduce grievances. Preparing summary of HR forum grievances and feedback forma and accordingly conveying to employees.

**HR ADMINISTRATION:**

Preparing Personal folder of employee as per check list and ensuring update with respect to Manpower Requisition, Candidate Assessment form, Education Certificates, Experience certificate, Back ground check etc. Preparation of Appointment letter, confirmation letter, Increment letter, transfer letter etc. Following exit formalities of employee’s i.e clearance form, relieving letter etc.Preparing and maintaining update organogram of the employees, Maintaining JD’s of all employees, Preparing HR MIS reports.

**WELFARE ACTIVITIES:**

Preparing menu of canteen ensuring hygienic food served to employees. Administration of Pantry operation. Ensuring all employees are covered under mediclaim and accident insurance and coordinating settlement of claims with respect to Hospitalization.Ensure all employees updated their Gratuity and PF nomination forms. Ensuring smooth operation of employee transportation.

**ADMINISTRATION**

Processing day-to day bills of regular vendors.Maintaining Billing Data in Excel.Maintaining office Stationery. Coordinate the repair and maintenance of office equipment.Coordinating to get Employee I Card, Uniform, Laptop, ID on time etc .Undertaking activity as per SHW act.Preparing Visa letters whenever required..

* **Worked with Symtech India Pvt Ltd as an Administration and Commercial Executive from August 2012 to Oct 2013**

Symtech India is an Australian Company providing engineering services all over the world to its clients

**Responsibilities:-**

* Recruitment and joining formalities.
* Responsible for Maintaining proper internal co-ordination among the employees
* Assisted in maintaining the accounts of the company.
* Responsible for all the Administration related work and smooth functioning of the office.
* Prepared necessary documents in relation with the projects.
* Responsible for Keeping track of the payments to be made to various vendors.
* Responsible for making stay/ travel arrangements for the guests of the company.
* Handled petty cash &Kept Leave records of the employees of the company.
* **Worked with Taloja Manufacturers’ Association as Office Assistantfor 2 years (September 2010 – August 2012) :-**

Taloja Manufacturers Association is the largest Association of Raigad district in terms of members.

**Responsibilities:-**

* Maintained books of accounts
* Responsible for giving necessary information received from government officials to the member industries.
* Accepting Membership for the Association
* Responsible for arranging seminars and making proper arrangements for the same.
* Handled couriers, bank and cash transactions.
* Responsible for drafting letters for the government officials.
* Arranged meetings of Committee Members of the Association.
* Preparing Agenda for the meeting
* Handled petty cash & Kept attendance records.
* **Worked with Dombivali Gymkhana as a Office Assistant for 1 year:-**

**Responsibilities:-**

Responsible for Booking of Stalls & Maintaining books of accounts.

* **Worked with Saraswati Classes in Dombivali as a Clerk Cum Receptionist for 1 year:-**

**Responsibilities:-**

* Handled cash and bank transactions,
* Responsible for accepting admissions of the students
* Provided necessary information to the students telephonically.
* Responsible for maintaining necessary records of the students.

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| **Address:-** Kalpataru Riverside, 2B-14,  Narmada Bldg, Takka,  Panvel-410206 |
| **Salary Expectations**:- As Per company’s Standard  **Given an opportunity to work with your esteemed organization I will try my level best to fulfill the requirements.**  **Manasi P. Kulkarni** |
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