Minita Bobade

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**High Impact Human Resource Management Professional**

* Offering 14 years in HR & General Administration functions and conceptualizing & implementing innovative HR solutions
* To secure a challenging and rewarding HR Manager & Administrator position with an organization where I can utilize my diverse skills and continue to grow to make a positive contribution.

**Profile summary**

## Currently working with Shree Construction Company.

* Worked on the positions like Assistant Manager in HR Administration, Executive assistant to MD, Senior HR Executive, and Executive HR.
* Holding strengths like multitasking capability, commitment, motivated and result oriented, honest and hardworking.
* Desire to learn, grow and constantly upgrade skills and knowledge.
* Team player with good interpersonal skills.

**Organisational experience**

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| Since Jan 2021  Jan 17 – Dec 20 | Shree Construction  Stealth Management Solutions Pvt. Ltd. | HR Manager  Assistant Manager in HR Administration |
| Jan 14 – Dec 16 | Navkar Fittings & Forgings Pvt. Ltd. | HR Executive & Assistant to MD |
| Sep 07 – Dec 13 | Prakash Steelage Ltd. | HR Executive and PA to CMD |
| July 05 – May 07 | Discomb Gulf Travel | Senior HR Executive cum Supervisor |

**Key result areas**

* + Planning, organizing, and controlling the activities and actions of the HR department
  + Performing benefits administration
  + Maintaining department records and reports
  + Managing company staff, including coordinating and supporting the recruitment process.
  + Making salary for office staff and sites.
  + Making Monthly PF, ESIC, PT calculations and returns.
  + Managing succession planning of staff.
  + Developing adequate induction and training.
  + [Performance management](https://www.thebalancecareers.com/performance-management-1918226) and improvement systems.
  + [Employee onboarding,](https://www.thebalancecareers.com/employee-onboarding-positive-new-employee-experience-1918830) development, needs assessment, and training
  + HR [policy development](https://www.thebalancecareers.com/how-to-develop-a-policy-1918870) and [documentation.](https://www.thebalancecareers.com/documentation-1918096)
  + Employee relations, Employee safety, welfare, wellness, and health.
  + Company employee and site office communication.
  + Compensation and benefits administration.
  + Co-ordination with various branches/sites/clients.
  + Deployment of female security personals at site and administrating their duty roster.
  + Addressed and resolved general payroll inquires.
  + Supported human resource staff with new hire orientation and monthly department meetings.
  + Facilitated all new hire orientation to on boarding employees, and administered safety and health test to appropriate departments.
  + Arranging interviews for the clients. Coordinating interviews and selection process of the candidates.
  + Attendance management for factory, office and for employees located at sites.
  + Payroll management along with statutory compliances.
  + Recruitment & Selection as per business requirements.
  + Documentation and on boarding of new employees.
  + Correspondence with clients letters/mail drafting.
  + Maintaining individual records files, leave records, appointments, joining formalities.
  + Responsible for in-house administration activities.
  + Handling all CMD’s work along with making daily & weekly schedule.
  + Holding site meeting and issue of minutes of the meeting.
  + Travel Desk Management.
  + Provided problem resolutions to employee inquiries and employee relation issues Assisted with benefits administration to include claims resolution, change reporting, and communicating benefit information to employees.
  + Performed data entry and maintained data integrity.
  + Coordinate the interviewing, screening, recruitment, and appointment of fresh staff as at when necessary.
  + Calculate basic staff entitlements like annual leave entitlements for employees of the organization
  + Prepare job descriptions before job advert placement is made both for internal and external recruitment.

**Skills**

* Balancing Concern for Individual Workers and Organizational Interests
* Company Policies
* Compensation
* Expert in basic use of computer
* Internet savvy
* Customer Service
* Developing Strategies for Recruiting Workers

**Academic details**

* MBA/PGDM IN HR from Welingkar Institute of Management
* BA from D G Ruparel College, Mumbai affiliated to Mumbai University

**Certifications & other qualifications**

* Certificate course in MS-CIT course
* Certificate course in computer basic course
* Completed course of Civil Defense

**Personal Details**

Date of birth : 1st Feb 1981 Gender : Female Marital status : Married

Languages known : English, Marathi, Hindi

Present address : 401/A Wing, Matruprerana Apartment, Plot No. 14, Opp Havare Nirmiti, Sector 24, Kamothe, Navi Mumbai.