



RAJRATNA S. SALVE

Panvel

rajratnasalve@gmail.com

+917058871437

DOB 24/11/1991

in

<https://www.linkedin.com/in/rajratnasalve-731807242>

Professional Summary

Dynamic Branch HR with over three years of experience in managing human resource functions in automobile manufacturing and automobile service sectors. Expertise lies in employee recruitment and retention, coupled with strong proficiency in Microsoft Office applications. Proven ability to enhance communication and collaboration within teams, fostering a productive work environment. Committed to leveraging HR strategies to drive organizational success and employee satisfaction. Seeking opportunities to further develop skills and contribute positively in a challenging HR role.

Experience

Automotive Manufacturers Pvt Ltd.

May-2023 - Till Date

Branch - AMPL PLUS Talaja. Navi Mumbai

- Manufacturing Of Heavy Vehicle Body (Heavy Fabrication)

• HR Executive

Job Responsibilities:

- Responsible for on-roll as well as off-roll Recruitment.
- Creating job descriptions and posting them on various job portals. Shortlisting candidates and arranging interviews.
- Negotiating about salary and preparing salary structure. Send an offer letter via mail.
- Handling joining formalities for new candidates also issuing appointment letters.
- Assisting in the training of spine and introducing new joined employees.
- Acting as the first point of contact for anyone enquiring about a vacancy.
- Compiling and modifying personal records for both new and current employees.
- Keeping track of employee attendance and informing them to update their attendance.
- ESIC & EPF registration for new employees, Updating KYC for employees.
- Online generation of ESIC challans and sharing them with the account department.
- Preparing F&F settlement for employees, including reliving letter and an experience letter.
- Addressing and managing employee grievances while maintaining discipline.
- To ensure workplace safety, safety inspections and handle workplace incidents.
- Creating, maintaining ISO Documentation that pertain to HR, Admin & Safety.
- Responsible for supervising security attendance and housekeeping attendance.

Bhavnakia Service Center,

January 2022 - April 2023

Branch- Palaspe, Panvel, Navi Mumbai.

- Kia Car Service Center

• HR. Admin & Incharge

Job Responsibilities:

- Facilitating the smooth transition of new employees through the onboarding process.
- Supervising the vacancy availability and managing the status of open position.
- Continuously updating and organizing the information of both current and existing staff.
- Responsible for compiling and producing the Daily Absentee Report on a regular basis.
- Responsible for supervising security attendance and housekeeping attendance.
- Regularly checking and replenishing pantry supplies to ensure they are sufficient.
- Regularly check the water and electricity readings for efficient usage of resources.
- Consistently track and update inventory of printing supplies and loose stationery items.
- Maintenance and care of office equipment, such as computers, printers, and AC. Etc.
- Responsible for procurement of diesel for the operation of the DG set unit at plant.
- Maintenance and documentation of the demo vehicle's record for tracking its history.
- Handling employee grievances to ensure a harmonious work environment.

Education	<i>Sinhgad Institute Of Business Administration And Research, Pune. (Pune University)</i> Master Of Business Administration (MBA HR)- 2019, 67% (First Class) — <i>Vivekanand College, Chhatrapati. Sambhajinagar.(BAMU University)</i> Bachelor Of Business Administration (BBA)- 2017, 78% (Distinction) — <i>Maharashtra State Board of Secondary & Higher Secondary Education</i> HSC- 2014, 90% (Distinction) — <i>Maharashtra State Board of Secondary & Higher Secondary Education</i> SSC -61% (First Class) —
Certification	MS-CIT -Maharashtra State Certificate in Information Technology.- 2019 with 86%
Objective	<ul style="list-style-type: none">• Achieve Self & Organizational Goals,• Employee Motivation,• Workforce Empowerment,• Workforce Retention.
Skills	<ul style="list-style-type: none">• Hard Work.• Ready To Learn.• Adaptability.• Tech Savviness.• Conflict resolution.• Communication.
Technical Skills	<ul style="list-style-type: none">• Microsoft Excel.• Microsoft Outlook.• Spine HR.• Familiar With Different Job Portals.• Use Of AI.
Projects	Stress Handling Of Employee At Workplace Master Of Business Administration final year project <hr/> Customer Buying Behavior Of Dell Laptop Bachelor Of Business Administration final year project
Language	Marathi(Read, Write, Speak), English(Read, Write, Speak) & Hindi(Read, Write, Speak)
Reference	Available If Required
Declaration	I hereby declare that all the information given above is true and correct to the best of my knowledge.
