

# NAMRATA AGRAWAL

Plot no: 5, Gokul mahal, Dohle Patil road, Band  
garden, Pune, Maharashtra 432001.

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## ➤ Career Objective

To work in an organization that develops synergy between technologies and system with a result orientated position opportunities that can help me utilize my skill, increase my knowledge and challenge my capabilities for the betterment for the organization.

## ➤ Professional Summary

Innovative HR Professional with 7 years of experience with knowledge & implementation of Recruitment, Employee Relations, Employee Engagement, Statutory compliances, IR Issues, Domestic enquiries etc. with best HR practices

## ➤ Skills

- Analytical Skills, Good knowledge of
- Good communication skills
- excel & PowerPoint & word.
- Innovative and Enthusiastic.
- Relationship building and leadership, Flexibility and Adaptability
- Continuous Learner, System Development & System Driven

## ➤ Area of Expertise

- End to end Recruitment
- Exit formalities and Full n Final settlement
- Contract Management
- Induction and Orientation
- Employee Grievances

## ➤ Work History

- Handling payroll for employees
- Domestic enquiries for management sites
- Performance management system
- Employee Engagement

## ➔ *HR Manager*

**Oct 2019 – Till The Date**

### Amanora mall (City Realty & Development Pvt. Ltd.)

- Handling Initial recruitment process and on boarding for new employees.
- Induction and orientation for the new employees
- Reviewing Payroll sheets and forwarding it to the higher departments.
- Keeping a track of In – Out time of the employees.
- Arranging the leave schedule for the employees.
- Conducting employee engagement activities like training, counselling etc.
- Drafting and updating the policies in the records.
- Addressing Grievances of the employees and taking necessary actions in accordance with the head.
- Maintaining Statutory compliances.
- Conducting exit interviews and exit formalities like FnF.

→ ***HR Executive***

Junwei Electronics pvt.ltd.

**June 2017 – Jan. 2019**

- Handling Initial recruitment process and on boarding for new employees.
- Induction and orientation for the new employees
- Reviewing Payroll sheets and forwarding it to the higher departments.
- Keeping a track of In – Out time of the employees.
- Arranging the leave schedule for the employees.
- Conducting employee engagement activities like training, counselling etc.
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- Maintaining Statutory compliances.
- Conducting exit interviews and exit formalities like FnF.

→ ***Admin and HR (Generalist)***

**July 2013 – June 2017**

Shamit Buildcom pvt.ltd.

- Handling petty cash for day to day expenses of the dealership.
- Cold calling candidates for interview.
- Keep orderly and accurate employee records by monitoring documents checklist.
- Issuing call letter, Offer letter to the candidates
- Handling expenses for the employees and reimbursements.
- Counting ready tills for each cashier change and documenting the amount end to shift review.
- Prepare and submit end – of shift attendance report.

→ *Administrator*

**Jan. 2010 – June 2013**

Endurance Fitness First.

- Attending to enquires from customers
- Presenting Membership plans and offer to the new admitted.
- Handling entire admission process for the new members.
- Creating and maintain files and document for the members.
- Communicate with members to identify payments and renewal of memberships. □  
Monthly tally all the account and hand over to the manager with the cash
- Maintain and record petty expenses.

→ *Admin and Account Executive*

**Jan. 2008 – Jan. 2010**

Rakas' Lifestyle Club.

- Attending to enquires from customers
- Presenting Membership plans and offer to the new admitted.
- Handling entire admission process for the new members.
- Creating and maintain files and document for the members.
- Communicate with members to identify payments and renewal of memberships.
- Monthly tally all the account and hand over to the manager with the cash
- Maintain and record petty expenses

## ➤ Education

- S.S.C - 2006  
Sharda Mandir High School  
Aurangabad, MH
  
- H.S.C - 2008  
Vivekanad Commerce and Arts College.  
Aurangabad, MH
  
- Bachelors' of commerce - 2012  
Dr. Babasaheb Ambedkar Arts And Commerce College.  
Aurangabad, MH
  
- L.L.B – 2014  
M.P. Law College  
Aurangabad, MH
  
- L.L.M – 2019  
M.P. Law College  
Aurangabad, MH

## ➤ Personal Details

- D O B – February 21, 1990
- Marital Status – Married
- Nationality – Indian
- Languages Known – Hindi, Marathi and English

**Place :**

**Namrata Agrawal**