AJ

***Anjali Johnson***

# Professional Summary

Pharmacy Graduate with Master’s Degree in Human Resource Management (M.B.A) and Diploma in Labour Law & Labour Welfare and excels at training and development, human resource analytics, recruitment and selection and social media.

# Work History

## Poona Hospital & Research Center - Human Resources Executive

Pune, Maharashtra

*September’2017 - Current*

**1.Recruitment and Selection:**

* Sourcing CVs / candidates from different job portals eg. Naukri, Times Job.
* Doing mass mailing / bulk mailing from job portals, Paper ads.
* Doing job posting from Job portals / social networking sites
* Conducting Telephonic / Personnel Interview
* Shortlisting of CVs from portals and references.
* Salary Negotiation.
* Conducting Induction and orientation programs.

**2. HR Admin**

* Pre-joining documentation / post joining documentation
* Maintaining employee records
* Drafting letters
* Preparing monthly and weekly reports
* Maintaining HR Indicators and generating reports
* Employee Verification of New Joinees.
* Employee Satisfaction survey

**3. Payroll Management**

* Salary Calculation
* Shorting salary issues, if any
* Time Office.
* House Keeping Contracts, Attendance and salary.

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# Skills

* WorkForce Improvements
* Recruitment
* Equal Opportunities Facilitation
* Training and Development
* Payroll coordination
* Human resources management
* Labor relations
* Recordkeeping
* Employee relations
* Problem resolution
* Multitasking abilities
* Risk management
* File and records management
* Techno Savy

* **Dr. D. Y Patil Institute of Management & Entrepreneur Development - Assistant Professor**

Talegaon Dabade ,Varale ,Pune.

*March ’2017 – August’ 2017*

## MT Educare LTd – Academic and Administrative Coordinator

Pune, Maharashtra

*January’2016 - January’ 2017*

* Identified, coordinated, Scheduled and Evaluated Training program.
* Conducted first round of Interviews.
* Maintained the existing employee’s records.
* Maintaining records of employee feedback.
* Time Office.
* Maintaining Attendance records.
* Conducting Induction Programs
* Managed day-to-day HR related quires with other departments,
* Maintaining Students records
* Making Arrangements for various official meetings.
* Generating Admissions for the institute.
* Conducted employee engagement programs.
* Salary Negotiation.

# Education

2019

## Savitribai Phule Pune University

Pune

**Diploma in Labour Laws And Labour Welfare**

2016

## Institute Of Management & Entrepreneur Development Pune

**MBA (HR & Marketing)**

2013

## Poona College Of Pharmacy

## Bachelor of Pharmacy

# Accomplishments and Certifications

* Training: - 1. Successfully completed advanced practical Training on HR Practices with HR Remedy.
* 2. Awarded with certificate for participating in Conexion'14, Annual Management Conclave on Culture and Communication: Positioning for Future.
* 3. Awarded first prize in Art Exhibition (Craft) at Annual Social Gathering.
* 4. Participated in the Eye Checkup Camp also worked a organizing committee member.
* 5.Worked as a member of NSS Sahyog Group and Participated in organizing the Poster Making Competition even.