

Roma Mininjis

Human Resource (HR)

About Me

Highly motivated and professional Human Resource (HR) with over 2.6 years of experience providing high-level support to senior executives While increasing my Knowledge & skill not only giving good productivity but also working on key issues of organization

Professional Experience

SIDDHANT SEEDS PVT LTD | AURANGABAD - MH

Human Resource (HR) / Admin

Mar 2023 – Present

Key responsibilities:

- Assist in the recruitment process by posting job openings, scheduling interviews, and maintaining candidate records.
- Payroll processing, including timekeeping, calculating hours worked, and addressing payroll-related queries, Pf & ESIC.
- Help new employee's complete paperwork, set up their benefits, and provide orientation.
- Maintain employee records, including personal information, attendance, and performance evaluations.
- Assist in administering employee benefits, such as health insurance, retirement plans, and leave policies.
- Ensure the organization complies with labor laws and regulations, including filing necessary documents and reporting.
- Learning and development activities and maintain records of employee training and development activities.
- Handle general administrative duties, like offer letter, Joining letter, answering phones, managing emails, and maintaining HR files.
- Using ERP HR software and systems for reporting.
- Assist in implementing HR policies and procedures and ensure employees are aware of them.
- Assist in the off boarding process when employees leave the company, including conducting exit interviews.

Sharayu Toyota | Aurangabad MH

Customer Relationship Executive (CRE)

Mar 2019 – Feb 2020

Key responsibilities:

- Coordinating with customer understanding their requirement.
- Follow up of customer regarding there issue is solved or not.
- Appointment calls, Inactive sms.
- Portal handling.
- Same day appointments cancel or postponed with reason.

Sanchi Soft-Tech | Pune

Human Resource Co-ordination

May 2016-Sep 2017

Key responsibilities:

- End to End recruitment.
- Representing company in different platform like Campus, Job fair Coordinating with client understanding their requirement defining job positions
- Screening & Short-listing resume through Naukri & HRD reference short listing resumes based on skills & experience
- Conducting telephonic & personal interview in coordinating with department head
- Follow up of candidates for interview schedule
- Posting jobs on job portal
- Follow up to the clients as well as respective candidates
- Make reports on Excel sheets

Skills

- ◆ HR Data Analytics
- ◆ Recruitment and on boarding
- ◆ Data handling
- ◆ Record Keeping
- ◆ Admin Activities
- ◆ Payroll Processing
- ◆ Employee Training
- ◆ Problem Solving.

Achievements

- ◆ Passed MBA HR with B Grade
- ◆ Graduation with distinction

Technical Skills

- ◆ MIS Reporting.
- ◆ MS Office.
- ◆ HR Software (e.g. Pagarbook, ERP, TaskOPad)
- ◆ LMS Management.

Education Background

- **Master of Business Administration (MBA)**

Human Resource Management

NBN SSOMS, 2013-2015.

Pune, University

- **Bachelor of Science (BSC)**

General

Deogiri College, 2009-2012

Aurangabad, Maharashtra

- **Higher Secondary School**

Certificate (HSC)

Deogiri College, 2008-2009

Aurangabad,

Maharashtra.

My Contact

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Date Of Birth: 9-05-1992.

Married/Unmarried: Married

Languages Known: English, Marathi,
Hindi, Konkani.