

Priyanka Kamble



00971561825707



priyankakamble922@gmail.com



Flat No.1004, Al Khair Building, Al Qasimia , Sharjah., UAE



SKILLS

Computer literacy

Internships

LANGUAGES

English

Hindi

Marathi

PERSONAL DETAILS

Date of birth

14/01/1989

Nationality

Indian

Visa status

Husband sponserd

Marital status

Married

HOBBIES

Photography, Lessoning Music, Travelling, Participate In Social Activities.

WORK EXPERIENCE

Front Office Receptionist

Rising Star English School, Bhoom. / Osmanabad / Jun 2014 - Jul 2015

Functioned as a receptionist wherein initial front office operations with clients are done. Coordinated and updated various department details regarding ticketing, reservations, inquiries and records. Responded and attended to different complaints, service issues and other general questions or concerns. Responsible for managing guest, clients and candidates. Managed multi-line phone system. Responsible for greeting and directing guest and staff.

EDUCATION

Bachelor

Dr. Babasaheb Ambedkar Marathawada University , / Aurangabad, India / 2011

Subjects learned in this batchlor course

- Software Development.
- Software Engineering.
- Artificial Intelligence.
- Multimedia Systems.
- Web-Based Applications.
- Theoretical Computer Science.
- Database Management System.
- Data Communication And Computer Networks.

MBA

Dr.Babasaheb Ambedkar Marathawada University, / Aurangabad, India / 2014

Learned below mentioned HR subjects, human Resource Management Basics

- Recruitment & selection.
- Performance management.
- Learning & development.
- Succession planning.
- Compensation and benefits.
- HR Information Systems.
- HR data and analytics.

❖ Compensation Management

- o Salary Fixation of the shortlisted candidates.
- o Creating & maintaining the database of the Grade-wise CTC of all the management staff of 4 units of MSEL & the Corporate Office.
- o Regular upadation of the Promotion Cases & designing CTC Slabs across all levels.

❖ Performance Appraisal:-

- o Centrally coordinating the whole cycle of Performance Appraisal.
- o Imparting training to all the units related to the process of self -appraisal, role of appraiser & reviewer in the entire appraisal exercise in ERP.

❖ Statutory Areas & Payroll:-

- Monitoring payroll and designing CTC with break-up of Gross salary.
- Delivering 'Pay-slips' with all statutory deduction & preparing 'Summary of Pay-slips' including leave calculations.
- Processing Employee PF, ESI, Medclaim, Corporate Salary A/C & other important employment registration forms.

❖ Employee Database Management in ORACLE ERP:-

- Maintaining the database of the employees with the aid of Oracle-ERP and looking after various aspects like due date for confirmation, retirement, long-service award, renewal of contract for advisors, retainers etc.
- Managing HR Backend process like maintenance of employee database, employee records, muster (EC No.) creation in ERP.

❖ Campus Recruitment:-

Preparing and setting up questions for campus recruitments in premier engineering colleges

❖ Settlement Process:-

❖ Conduct exit interview to identify reasons for employee resignation. Analyze & update the reports using the exit interview feedback forms and suggest the changes for improvement.

❖ Monitoring relieving procedures and settlement considering exit interview forms, No dues certificate etc.