

JAGRUTI CHANDRAKANT SAKHARE

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Phone: 0551827025

Professional Synopsis:

- A professional with 6+ years of experience in Human Resource and Administration related activities.
- Proficient in organizing day to day functions for smooth facilitation between internal / external departments for ease of business operations.
- An effective communicator with excellent relationship building & interpersonal skills.
- Flexible & Dedicated to complete assigned tasks.

Skills Set:

- Facilitating orientation program for employees to the business and culture.
- Managing scheduling, mail, attendance, phone coverage, document management, supplies maintenance, and office equipment to achieve top-level office performance.
- Ensuring completion of joining formalities for all new hire.
- In person meetings and Answering Telephone calls of Employees for addressing the grievances to ensure they get a seamless integration into Company's mainstream.
- Looking after the employees, lifecycle related activities from joining to resignation of employee and maintaining detail record files for the same.
- Strengthening employee engagement initiatives like: Knowledge Sharing Sessions, HR Help Desk / SPOC, HR Issues , Fun at work (Cultural Meet / Quiz / Functions / Get Together / Outing), Back at home (Family Get Together /Groups).
- Perform administrative duties such as filing, photocopying organising and managing calendars for meetings etc.
- Salary Processing, Salary adjustments, Leave management.

IT Skills:

- Conversant with working on MS Office application & Internet Applications.
- Conversant with HRMS packages.
- Data Entry.

Performance Management Systems (PMS) & Implementation:

- Implementation of PMS, working towards change management, to facilitate and complete the Annual Performance Review of all the employees on time.
- Handling Performance Management & Employee Development System, including the probation appraisal.
- Facilitating Self-Appraisal, Mid Term Review and retention Management.

- Initiating rewards & recognition programs & implementing incentive system for employee motivation.

Organizational Experience:

- **S. K. Wheels Pvt. Ltd.-** Sr. HR & Admin Executive – HR - **Feb 2014 to Dec 2014**
- **Global Gallarie Pvt. Ltd.-** Sr. HR & Admin Executive – **May 2012 to Feb 2014**
- **Sumeet facilities Pvt. Ltd.-** HR & Admin Executive – **Dec 2011 to Feb 2012**
- **Gauges Bourdon Pvt. Ltd. -**HR & Admin Executive – **Nov 2010 to Dec 2011**
- **Fluous Solution Pvt. Ltd. -** Jr. HR & Admin Executive – **Jun 2008 to Oct 2010**

Educational Qualifications:

- PGDBM (HR) – 2011- Mumbai University.
- B. M. S. – C. K. Thakur College – 2008
- Data Entry (India) - 2021

Other

UAE Driving License (License No: 2555092)

Language Capability:

Marathi : Mother tongue
 English : Spoken – fluent; written – fluent; reading – fluent
 Hindi : Spoken – fluent; written – fluent; reading – fluent

Personal Details:

Nationality : Indian
 Date of Birth : 23rd December 1987
 Marital Status : Married
 Residence No. : 784-1987-7173286-8
 Address : 1304, Al Mosawi Building, Al Barsha Heights, Dubai

Ms Jagruti Chandrakant Sakhare