

JAYA PRAFULLA UPADHYAYSHINDE

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OBJECTIVE

To work in dynamic environment which will enhance my knowledge and help me to achieve excellence in my work and encourage me to continuous learning and provides exposure to new ideas and stimulates my personal and professional growth.

PROFILE

Strength: Hardworking, excellent interpersonal skills, multitasking.

EXPERIENCE SUMMARY

AKRON SYSTEMS

July 2022 to Present

Designation: HR Executive

Responsibilities:

- Act as a point of contact for employees and provide support for various subjects such as leaves, compensations, and resolve problems.
- Coordinate administration of compensation, benefit plans and leave.
- Oversee talent acquisition and recruitment processes.
- Conduct training and on boarding for new employees.
- Promote Hr programs to ensure a happy and healthy work environment.
- Develop interesting HR programs and keep employees engaged.
- Develop and implement new human resource policies.
- Collect and assess HR data for performance management and other tasks using metrics.
- Maintain a database of all the employees' information and ensure they are up to date and secure.

VIBGYOR GROUP OF SCHOOLS

March 2011 to Feb 2020

Designation: Relationship Executive – March 2011-April 2017

Promoted as a **Relationship Officer** (HOD of Admission Department)
April 2017 – February 2020

Responsibilities:

- Attending Inquiries for admissions.
- Planning for marketing activities to promote the school.

- Active participation in monthly activities.
- Preparing the ERP reports, monthly marketing reports etc.
- Timely follow up with parents for documents, fees etc.
- Solving parents' grievances timely.
- Maintaining proper records of documents, files and other reports.
- Providing training to new members in team.
- Conducting meeting for various strategies.
- Providing constructive feedback to team members as and when required.
- Effective handling Parent services.

ACHIEVEMENTS

1. Selected as VIVA Coordinator (VIVA – VIBGYOR's Annual concert) for consequently 2 years.
2. Received "The Most Proactive Employee" Award in 2018.
3. Scored the highest score in the training conducted at Mumbai in 2019.

RIDHI SIDHI INDUSTRIAL SERVICES.

Aug'09 to Sept'10

Worked as an Assistant in RIDHI SIDHI Industrial Services, a manufacturer of abrasive wear Resistant Company, located in MIDC Shirol, Kolhapur.

Responsibilities:

- Drafting Emails.
- Preparing quotations to customer's enquiries.
- Follow-up with customers regarding proposals.
- Identifying new prospects both in Indian and International Market.
- Review purchase orders for adequate information before execution.
- Resolve the differences observed in purchase orders with the customer before execution.
- Communicate the concerned function of the organization in case of amendments in purchase orders.
- Ensure that verbal orders are noted down and confirmed back to customers before execution.
- Handling Dispatches.
- Act immediately on the customer complaints.
- Get frequent feed back from customers about services in regards to timely delivery dates.
- Follow up with customers for timely payments.

Worked as an Assistant in Sharnam Tex Pvt. Ltd, which Imports & Exports Textile Machinery spares. Located in Kandivali (W), Mumbai

Responsibilities:-

- Drafting Emails.
- Preparing Import/Export Documents.
- Making Enquiry to Importers as per demand of sales department.
- Preparing Quotation for sales party.
- Weekly correspondence with Clients.
- Forwarding queries, if any, of sales party to importer and thus solving their problems.

Worked as an HR Executive in G Gheewala which is an Overseas Placement Consultancy. Located in Tardeo Road, Mumbai Central (W).

Responsibilities:-

- Searching CV'S from Monster, Times Jobs according to the Clients requirement.
- Screening those CV'S.
- Drafting letters to Candidates and Clients.
- Weekly correspondence with Candidates and Clients.
- Submitting weekly status report to GM.
- Providing training to new members in the team.
- Participating in Interview campaign for the proper arrangement of Candidates at the Scheduled place.

EDUCATION QUALIFICATION

COURSE	UNIVERSITY	YEAR	DIVISION
PGDHRM	SYMBIOSIS	2022	PURSUING
MCOM I	MUMBAI	2008	PASS CLASS
T.Y.B COM	MUMBAI	2006	PASS CLASS
H.S.C	MUMBAI	2003	1 ST CLASS
S.S.C	MUMBAI	2001	DISTINCTION

OTHER QUALIFICATION

Completed 1st Semester Diploma in Human Resource Management from Welingkar Institute of Management (Distance Learning, Mumbai)

COMPUTER PROFICIENCY

- Basic Knowledge of Microsoft Excel, and Word.
- Good internet skills,web and emails.

PERSONAL DETAILS

Name	Jaya UpadhyayShinde
DOB	4 th July 1985
Gender	Female
Marital Status	Married
Spouse	Prafulla Shinde
Nationality	Indian
Languages Known.	English, Hindi, Marathi.

I hereby declare that all the information given above is true to the best of my knowledge and belief.

Place : **Kolhapur**

Jaya UpadhyayShinde