Neha Kulkarni

HR EXECUTIVE

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PERSONAL STATEMENT

HR executive with 3 years of experience handling end-to-end onboarding, attendance and leave, PF and ESIC enrolment and employee records for a 450-member manufacturing and services workforce. Hands-on with greytHR, Naukri RMS and Excel, with a reputation for accurate documentation and quick query resolution.

WORK EXPERIENCE

HR Executive · *Sahyadri Auto Components Pvt Ltd, Pune* Apr 2024 – Present

- Run onboarding for about 18 new joiners a month, including offer letters, document verification, UAN generation and ESIC registration within 3 working days of joining.
- Manage attendance and leave in greytHR for 450 employees across 2 plants, cutting payroll-input corrections from 35 to 8 a month.
- Screen and schedule candidates for shop-floor and staff roles from Naukri RMS and referrals, closing 62 positions in 2025.
- Maintain personnel files, PF nomination forms and statutory registers ready for labour inspections and client audits.

HR Trainee · *Kesari Facility Services, Pune* Jun 2023 – Mar 2024

- Supported joining formalities and KYC collection for 300+ contract staff deployed at client sites.
- Updated the monthly headcount and attrition tracker in Excel and shared it with site managers.
- Answered employee queries on payslips, leave balance and PF withdrawal status by phone and email.

EDUCATION

MBA in Human Resource Management · *Deccan Institute of Management Studies, Pune* 2021 – 2023
Grade: 7.6 CGPA

B.Com in Commerce · *Savitribai Phule Pune University affiliated college, Pune* 2018 – 2021
Grade: 71%

SKILLS

greytHR | Naukri RMS | MS Excel (VLOOKUP, pivot tables) | PF and ESIC portals | Onboarding | Attendance and leave management | HR documentation

CORE SKILLS

- Employee query handling
- Recruitment coordination
- Statutory record keeping
- Confidentiality
- Stakeholder communication

LANGUAGES

English · Professional | Marathi · Native | Hindi · Fluent

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