



Prerana Bhausaheb Temak

MBA HR

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Profile Summary

A Master in Business Administration in Human resource with Nearly **5 Years** of Experience in **Recruitment, Performance Management, Training, Payroll and benefits Managements.**



Career Timeline

Sr Trainer at Swiggy
(Bundl Technologies
Pvt. Ltd.), Aurangabad

HR Executive at Mauli
Metal Industries Pvt.
Ltd., Aurangabad

Manager HR & Admin
at Varsha Forgings
Pvt. Ltd., Aurangabad



Oct 2018 to Sep 2019

Sep 2019 to Feb 2020

Mar 2020 to Till Date



Work Experience



Since: **April 2022 to till Date Varsha Forgings Pvt. Ltd., Aurangabad**

Growth Path/Deputation: Manager-HR & Admin.



Since: **March 2020 to March 2022-Varsha Forgings Pvt. Ltd., Aurangabad**

Growth Path/Deputation: Officer-HR

Key Result Areas:

End to End Recruitment

- Job Postings
- Sourcing
- Screening, interviewing, and selection
- On-boarding
- Exit Formalities
- Full and Final Settlements

Payroll Processing

- Company Employees
- Contractual Employees
- Consultants

Statutory compliances

- PF
- ESIC
- MLWF
- Professional Tax
- Professional Tax returns
- ER Returns

- Bonus
- Gratuity Settlements

Licenses, Renewal & Annual Filling

- Contractor RC Renewal
- Factory License Renewal
- Annual Returns (Form 27)

Training

- Induction & Introduction
- Training Need Analysis
- Keeping & Maintaining Records of trainings.

Performance Appraisals/PMS

- Preparation and updating of Skill Matrix of employees.
- Preparation and updating of KRA and KPI of Staff.
- Monthly Evaluation of KRA, KPI and Skill matrix.
- Confirmations

Audits

- Customer audits, IATF audits related documents preparation with QMS department.

Reports

- Monthly HR report preparation and presentation for Management Review Meeting.
- Daily Manpower report
- Master Data of Employee and Workers
- Manage and maintain department records and reports.
- Prepares and maintains plant personnel policies and procedures in accordance with plant.
- Preparation of SOP's and Manuals as and when required with managements discussions.

Administration

- Issue of Laptop, Sim Card, Uniforms to new joiner.
- Organize and lead various Events and Celebrations.
- Take care of facility management on whole-Security, Housekeeping, Canteen, Society
- Keeping Track of Expiry Dates and ensuring timely renewal of various certificates and policies and vehicle related documents.
- Attend issues related to statutory bodies, Liaisoning with Officials and take necessary actions to resolve them.
- Admin Console management for G suite.



Since: **Sep 2019 to Feb 2020**

Mauli Metal Industries Pvt. Ltd., Aurangabad

Growth Path/Deputation: Executive-HR.

Key Result Areas:

Recruitment

- Preparing & reviewing job descriptions for all positions in consultation with respective managers.
- Job posting, Reviewing resumes and applications.
- Conducting recruitment interviews and providing the necessary inputs during the hiring process.
- Working with recruitment agencies to source for candidates for specific job positions.

Payroll

- Preparing and processing timely distribution of salary.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Maintaining and regularly updating master database of each employee.
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- Preparation of Manpower report.



Since: **Oct 2018 to Sep 2019**

Swiggy (Bundl Technologies Pvt. Ltd.), Chikalthana

(On roll of MR Staffing Solutions)

Growth Path/Deputation: Sr Trainer.

Key Result Areas:**Training**

- Induction Training
- Field Training
- Refresher Training
- Safety training For Delivery executives.

Administration

- Handling Insurance of Delivery Executives.

Sourcing and Onboarding

- Interview
- Counselling
- Onboarding



Since: May 2017 to July 2017 **Fiat India Automobiles Pvt Ltd., Ranjangaon MIDC, Pune**

Growth Path/Deputation: Summer Intern

Topic: A STUDY AND EVALUATION OF TRAINING AND DEVELOPMENT PROGRAM.

Description: The project focuses on the process of training at FIAT and evaluation of the training program wrt measuring the effectiveness of training among the participants.

**Education**

Degree	Year	College
MBA (HR)	Jun 2018	Sinhgad Institute of Management, Pune
BSc Biotechnology	Jun 2016	P.V.P College, Pravaranagar
HSC	Jun 2012	R.B.N.B. College, Shrirampur
SSC	Jun 2010	S.H.Gandhi Kanya Vidyalaya, Newasa

**Certification**

MSCIT

**IT/Software Skills**

- Operating System- Windows, macOS
- Email- MS Office, G-suite, Outlook
- Payroll- Pamtsoft Payroll Software, Excel and Google Sheet
- ERP

**Personal Details**

Date of Birth	: 27 th November 1994
Gender	: Female
Marital Status	: Married
Languages Known	: English, Marathi and Hindi
Hobby	: Travelling
Current Address	: Beed By Pass, Aurangabad.



Declaration

All the information provided in this resume is true to the best of my knowledge and belief.

Place: _____

Signature

Date: _____
