

## **Poonam P. More**

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### **Professional Summary:-**

- Experienced in corporate-level innovation with a strong focus on detail-oriented processes and interpersonal relations. I possess expertise in employee relations, training, and payroll. I am eager to leverage my background in projects and internships within an organization that values empathetic HR administration and efficient processes for success.

### **Educational Qualification:-**

- Master of Business Administration : Pune University
- Bachelor of Business Administration: Pune University

### **Certification/Technical Skills:-**

- HR System & Database
- Data Analysis
- Employee relation
- Training & Development
- Microsoft Office (Excel, Power Point), Presentation
- Payroll Processing
- Employee Relation
- Benefits administration
- Negotiation, Problem Solving

## **EXPERIENCE:-**

**Aditya Enterprises Francise for lifecell Internatinonal Pvt.Ltd, Nashik**

**Apr 2020 to Feb 2024**

**(Office Administrator)**

- Worked as Office Administrator.
- Managing documentation for client interactions and consultations.
- Executed system management over HR system and ensured 100% data accuracy across the board.
- Handled temporary employee affairs, successfully fostering a positive work environment.
- Assisted in the organization and execution of quarterly training sessions for staff members.
- Resolved employee issues in a timely manner, improving employee grievance resolution.
- Maintaining consultation worksheets.
- Serving as the primary point of contact for all administrative tasks.
- Handling day-to-day office management duties and maintaining Excel sheets.
- Conducting monthly follow-ups with doctors and managing payouts.
- Generating daily client reports.
- Tracking and maintaining payment records on Excel sheets.
- Led independent projects assigned by the HR team, improving overall HR efficiency.
- Collected and organized data from various sources, contributing to research and strategic decision-making.
- Assisted senior HR analysts in analyzing employee feedback, leading to increase in employee satisfaction.

**Aditya Enterprises Francise for lifecell Internatinonal Pvt.Ltd, Nashik**

**May 2017 to Jan 2019**

**(Analyst)**

- Worked as Market Analyst.
- Continuously analyze HR policies and implement positive changes.
- Maintain employee relations through proactive contact with employees.
- Supervise training development and new hire orientation.
- Draft reports and presentations on HR changes for senior management.
- Reviewed and made recommendations for improvement to benefits.
- Assisted in regards payroll questions.
- Supported day-to-day HR operations through data analysis and reporting.
- Identified and resolved employee issues on daily basis.
- Advised managers on organizational policy matters and recommend needed changes.
- Served as a link between management and employees by handling questions interpreting and administering contracts and helping resolve work-related problems.

## **Awards /Achievement/Participation:-**

- Received a commendable rating from the company for outstanding performance.
- Praised for the ability to solve difficult problems independently and efficiently.