RESUME

Pooja Shivaji Borate

9075027707 • itspooja7707@gmail.com

OBJECTIVE:

Successful human resource candidate with expertise in employee recruitment, training and payroll management. Adept at building and maintaining positive relationships with employees and management. Strong organizational skills and committed to adhering to relevant laws and regulations.

Experience:

Working as **HR Associate** at **LIST Software Pvt. Ltd. Sangli** from **May 2023– Mar2025**.

Key Skills:

- Payroll System and Payroll management
- Leave Management System
- MS office - Microsoft Excel, Microsoft Word ,Microsoft Power point.
- Recruitment
- Employee Relation

Roles and Responsibilities:

- Salary processing using payroll system, PF and ESIC challan and other procedures, TDS calculation of employees, Leave management of employees leaves.
- Organized new employee orientation, schedules for new hires. Conducted new hire orientation to verify completion of appropriate paperwork, recording information on human resources database.
- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Monitored employee attendance and performance to verify punctuality and absences, addressing issues in accordance with company policies and procedures.
- Improved organizational filing systems for Confidential employee records, resulting in improved accessibility and efficiency.
- Developed and implemented on boarding and orientation programs for new employees.

Academic details:

Examination	Board/University	Academic Year	College/Institute	Percentage
MBA	Bharati Vidyapeeth University Pune	June 2022– May 2023	Bharati Vidyapeeth Sangli	9.42CGPA
BSC (Chemistry)	Shivaji University, Kolhapur	July 2018 – May 2021	SGM College Karad	78.20%
HSC	Kolhapur Board	April 2016- May 2018	YC College Karad	50.00%
S.S.C	Kolhapur Board	2016	Jotirling Vidiyalay Shirawade	78.20%

Skills:

- Wages and salary processing
- HR policies
- Recruitment
- Candidate Sourcing
- Knowledge updating on benefits and compensation of employees
- Customer Service & Support
- MIS Reports generation

Strengths:

Hardworking, Quick learner, Team player

DECLARATION:

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

Place - Sangli