



MRS. AISHWARYA NIKHIL BAPAT

Human Resources Executive

PROFILE

Responsive and engaging Human Resources Assistant skilled in supporting employees and managers with diverse HR needs. Expert with word processing, database and benefits administration software. Understands the importance of keeping up with industry trends in benefits, wages, and training. Participates in community outreach programs and job fairs. Focused on keeping systems updated and facilitating positive employee relations. I will put my best effort to learn the company's policies and make better decisions in the favor of the company. Career Summary having 6+ years of experience in the field of banking. Selling insurance policies to the customers and giving them after sale services. Providing banking solutions to the rising needs of the customers.

CONTACT

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Date of Birth : 19th June 1994

Language Known: English, Hindi, Marathi.

Nationality: Indian

EDUCATION

2017: MBA HRD from Pune University

2015: B.Com from Pune University

2012: XII from Maharashtra State Board

2010: X from Maharashtra State Board

WORK EXPERIENCE

❖ **HR Admin Assistant (2022- Present)** **Sharada Group**

Effectively liaised between senior management and employees to maintain and improve company-employee relations.

Researched, recruited, staffed, on boarded, and trained new company hires according to the needs of department managers and company budget.

Ensured compliance of company directives, regulatory concerns, and health and safety protocols.

Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings. Have worked with 30 + size employee company

Payroll, Day to Day Office activities & other administration.

Conduct periodic and regular benefit plan evaluations. Review current contracts and ensure communications with all parties throughout the decision process.

Provided new employees with their benefit options, ensured enrollment forms were complete, and provided each new employee a copy of the company policy employee manual

❖ **Clerk** **(2016-2022).** **Janata Sahakari Bank Ltd Pune:**

Responsible in finding out related solution regarding the customer inquiries, gather the information and preparing cash flows.

Monitoring and processing of monthly payments.

Responsible for directing the use of latest technology and procedures hence increasing the client services at higher rates.

Managed branch operations and day to day activities like handling of vault operations.

Strengthened the relationship with clients by informing them about products that could add further value to their banking experience

Answered all customers questions and resolved any issues or problems with their accounts Promoted and educated customers with financial products and services

SKILLS

- Accounting, Cash Handling, Cheques Clearing, Bank Reconciliation, Loans, Deposits, Finance, Cashier Activities, Personal Loans, Home Loans, TDS, GST, Internal Audit, Concurrent Audit, Bank Audit
- Good analytical and planning skills.
- Good working and energetic. Punctual and quick learner.
- Excellent problem analysis, judgment according to the situation