

# Resume

**Niyati. N. Pilke**

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**OBJECTIVE:** To learn current working style of Industry this develops my potential in management cadre and impart my best to the company.

## **EDUCATION**

BMS Graduate 2012.

HSC from Maharashtra State Board 2008.

SSC from Maharashtra State Board 2006.

## **AREAS OF EXPERTISE**

- ✦ Over 3+ years of experience Human Resource management, Generalist activities, Employees Engagement, Recruiting, HR Operations, Recruitment Marine & shipping industry.
- ✦ Over 2+ years of Hard Core Recruitment.
- ✦ Have also been involved in Human Resource and admin department management for the same.
- ✦ Core knowledge of HR processes that includes Recruitment and selection, Payroll Processing, attendance, Performance Management, Statutory compliance(PF, ESIC, PT), Employee Relation, Exit Formalities, Induction, Joining formalities, etc.

## **EMPLOYMENT RECITAL**

### **○ Aparajitha Corporate Services.**

**Designation- Compliance Executive Duration**

**- September 2020 till Date.**

#### **Responsibilities:**

**Handling compliance of Vendors.**

**Coordinating with the Vendors via mails/calls.**

### **○ Organization : Ras Tek Pvt Ltd, Navi Mumbai**

Conceptualized by a team of Marine engineers of RasTek specializes in fulfilling the needs of diesel / gas engine based power plants and the Marine& Shipping Industry. **Designation: HR Co-ordinator**

**Duration: From October 2014 to April 2018.**

**Responsibilities:-**

- Handling Medclaim Insurance/ Accident policy/ WCP Policies, Gratuity etc.
- Internal Recruitment, selection process.
- Attendance& payroll management processes (SmartVetan Software).
- On boarding activities formalities (offer letter, Appointment letter & other types of generation) Joining & Exit formalities of employees.
- Statutory compliance (PF,ESIC, PT), Labour register's, MLWF.
- Employees record generation in software. –HR MIS.
- Preparing Various HR reports, Headcount report, Employees Salary account, Travel Insurance's.
- Handling Visa of Directors (Bangladesh Visa, Malaysia Visa, Korean Visa, Hong Kong Visa, Philippines Visa Etc.)
- Employee Engagement activities.
- Handling ROC (**Registrar of Companies**) & MOM (**Minutes of Meeting**)

**○ Organization : Skill Groomers Management Services Pvt Ltd. (CBD Belapur)**

Skill Groomers Management Services (SGMS) is a sister concern company of Gem Engserv Pvt Ltd SGMS provide HR related work that include **Recruitment, Training and Development and PMS.**

**Designation:** Executive- Business Development.

**Duration:** August 2013 – January 2014

**Responsibilities:**

- Hard core recruitment & business development profile.

**○ Organization :Dexterous Solutions Ltd. (Fort)**

Dexterous Solutions leading Knowledge Process Outsourcing Company focused on the **Finance & Accounting (F&A)** and **Human Resource Management (HR)** Domains.

**Designation:** Executive- Recruitment & HR Solutions

**Duration:** July 2012- July 2013 **Responsibilities:**

- Hard core recruitment.

**Non- Recruitment:-**

- Handled Travel Ticket Booking, Hotel Booking.
- Making Insurance & Forex for Travel Employees.
- Outsourcing Payroll (Input Attendance, Input Leaves, and Leave Balances etc.)
- Making Letters like Offer letters, Confirmation letter, Reliving letter, Appointment Letter.

**○ Organization :Adhaan Solution Pvt Ltd. (Vashi)**

Adhaan, a leading provider of HRM, Payroll and Event management solutions, has successfully partnered various firms for achieving excellence.

**Designation:** HR Executive.

**Duration:** May 2011-July 2012

**Responsibilities:**

- Hard core recruitment.

**○ Organization :Vertex Resourcing. (Nerul)**

**Designation:** HR Recruiter.

**Duration:** Oct 2008 – July 2010.

**Responsibilities:**

- Hard core recruitment.

**Clients/ Sectors Handled:-**

- **BPO (International & Domestic)**- Accenture, WNS, Convergys, Wipro, Epicenter, E- Serve, Respondez, Zenta, Intelenet, Kankei.
- **Shipping**- Damani Shipping.
- **Engineering/ Construction**- ASF Infrastructure, Gem Engserv, Godrej Infraprojects, Capacite Infraprojects, Tridhaatu Infraprojects, KazStroy Service, Maccaferri Environmental Solutions.
- **IT**- AdcomPlus Solutions, Envecon IT System.
- **FMCG**- PepsiCo, Parle Agro, Aspri Spirits, Heinz, Drums Food.
- **Manufacture**- Vardhman Acrylics.

- **Retail**- Titan Industry, ORRA, Sleek International, Cottstown India.
- **Chemical**- Berger Paints.
- **Printing**- PrintStop.
- **BFSI**- Ventura Securities.
- **Oil & Gas/ Petroleum**- Total Oil.

### **PROJECTS & PRESENTATIONS:**

Subject: Marketing Management – Marketing & Promotion of Pepsodent and Dabur.

Subject: Productivity & Quality Management – Productivity & Quality control of Eicher.

Projects & Presentations on Proctor & Gamble, L&T.

Attended Industrial visit for Alok Industries (Cloth Industries), RR Cables, Amul Industries.

### **COMPUTER SKILLS**

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- Microsoft Technologies –Windows-XP, MS-Office- Word, Excel, Pivot table, Vlookup.

### **Personal Details**

- **Name** : Niyati Naresh Pilke
- **Gender** : Female
- **Status** : Married
- **Contact No** :+91-9820924069
- **Current Address** : Shri Krishnakunj CHS , B-13 4<sup>th</sup> Floor,,Plot No. 80,81,82,  
Sector-  
23 , Juinagar , Navi Mumbai – 400706.

- **Permanent Address :Himgiri CHs, B-10,0:3, Sector-3 Sanpada, Navi Mumbai. 400705.**