



PRAJNA SHETTY

CAREER OBJECTIVE

Seeking a challenging position in a stimulating environment where I can grow along with the organization with great responsibility and where my skills and talent could be utilized to the most.

ADDRESS

Building Number 1489,

Road Number 527,

Manama Gate.

PHONE

+973 32074124

EMAIL

Prajnashetty1996.ps@gmail.com

SKILLS

Microsoft Excel

Microsoft Word

Power point

Sabre

Typing speed (30 Words per minute)

HRMS Software –Diamond

CORE COMPETENCIES

Attendance Management

Talent Management

Payroll processing

Orientation

Passport Handling

WORK EXPERIENCE

Devji Aurum Gold and Diamond Factory W.L.L (March 2021-Present)

HR Assistant

- Maintaining daily attendance records of employees in all branches.
- Establish/Maintain employee's records; ensure that employee's changes are entered correctly and made on timely basis.
- Good knowledge in LMRA and GOSI
- Providing all salary details to the in-house finance department.
- Liaising with Banks /Insurance Companies to update their records of new hired employees, and exiting employees.
- Addressing walk-in/ and on call queries of employees.
- Preparing all types of letters (i.e. Contract Letter, Experience Letter, Salary Certificates, Warning Letter and Appreciation Letter etc.)
- Providing the details of new hired employees for printing their ID cards.
- Documentation/Filing.
- Account opening of all the existing employee and new joiners.
- Identifying and recruiting prospective candidates using a variety of channels.
- Processing of visa through online LMRA.
- Maintaining food counts of employees on daily basis.
- Issuing salary certificates to the employees.
- Booking tickets for the employees
- Other side duties (such as ordering the stationery also maintaining stationary excel sheet).
- Ensuring smooth functioning of department and compliance with governing labor laws.
- Preparing monthly report of new joiner and leavers.
- Handling passports of all the employees.

WNS Global Services Pvt. Ltd Mumbai (December 2017-December 2020)

Senior Associate

- Preparing Journal, sale & purchase vouchers.
- Preparing Invoices of Sales Bills.
- Vendor Reconciliation through statements & Invoices.
- Raising supplier queries research & resolve payment problem.
- Handling admin work.
- Maintaining the records.

LANGUAGES

English

Hindi

Marathi

Tulu

Kannada

- Coordinating with dealers, Suppliers and vendors.
- Maintaining and updating the query log which is used for further reference in case if any repeated query is raised.
- Provide on the job training to new joiners.
- Support Accounts Payable and vendors with issue related Bank Account & supplier set-up.

NATIONALITY

Indian

Tata Consultancy Services (May2016-December2020)

Associate

- Ensuring right talent availability by understanding talent requirement, developing job description, leveraging job portals, social media channels and agencies for reaching right people and getting them assessed to select the best available talent.
- Discussing on compensation package, joining terms and conditions for offer rollout.
- Facilitating Performance appraisal process and ensuring employee's smooth transition into organization.
- Handling administration, employee records and ensuring redressal or raising it with concerned personnel.
- Coordinating get together activities.

EDUCATION QUALIFICATION

Completed Successfully Bachelor's Degree in Commerce.

Completed Successfully Master's Degree in Commerce.