



PRATIKSHA PARBHANE

HUMAN REOURCES ASSISTANT

📍 MANAMA, BAHRAIN

☎ 33459657

Human resources associate with experience of 2 years and 3 months managing employee benefits, employee hiring and on boarding, performance management and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes.

EMPLOYMENT HISTORY

Human Resource Associate At COFORGE PRIVATE LIMITED , Pune (INDIA)

- Aided training specialists in the development of more than 30 hours of training programs for all levels of employees .
- Facilitated , Advised, and counselled on legal compliances issues , grievances management .
- Assisting with day to day operations of HR Admin Department
- Handlings , maintaining , Monitoring employee records ,
- Provide day to day directions in all aspects of compliance with local and foreign law and regulations for IO- specific countries .
- Supports global organisational change management activities specifically by leading communication and organisational structure
- Lead PEO administration of STD/LTD , Workers Comp , FMLA Including file maintenance and employee communications

EDUCATION

Masters of business administration, University Of Pune ,

August 2021 — March 2023

Post Graduated in **Human Resource Management** from Recognized Pune university. first class with distinction CGPA – 7.9 SGPA – 7.4

Bachelors of Business Administration, University Of Pune, Kopargaon

March 2018 — May 2021

graduated in business administration with first class distinction. CGPA – 8.7 IN **FINANCE MANAGEMENT**

INTERNSHIPS

human resource trainee at COFORGE Private Limited, Pune (INDIA)

October 2021 — March 2023

- participation in organizing training and events
- Post job advertisements in websites
- Screening of CVs, arrange meetings for the candidates with manager and HR, manage phone and face to face interviews.
- Inform candidates and provide feedback about the interviews.
- Keep track of applications and interviews
- Collect documents required for the hiring process from the candidates identified.
- Monitor recruitment, training and travel expenses and issue Purchase Requests

• COURSES

- SHRM (strategic human resources management)