

Ankita Kurulkar

Date of Birth: 25-01-1991

Email: kurulkarankita@gmail.com

Contact: +91-9768769895

Permanent Residential Address:

C/11,Sangli Vaibhav

CHS, Natwar Nagar Road

No.5,Jogeshwari

(E).Mumbai-400060.

Academics

Qualification	Passing Year	Name of the Institute/ University	Percentage/ CGPA
PGDBP (PG Diploma in Banking)	January 2015	NIIT IFBI, Borivali (W.) Mumbai	68%
Bachelor of Science	April 2012	Mithibai College	56.63%
HSC Science with Bio/I.T.	February 2009	Dr. A. A. V. Patil Junior College	68%
SSC	March 2007	Madhavrao Bhagwat High School	85.23%

Business Exposure: more than 4 years, December 2012 till September 2018

I. ICA Pidilite Private Limited**Duration: (3yrs 10 months) November' 14 to September'18****Designation: HR
Executive****Job Profile:****A. Recruitment:**

- Managed recruitment budgeting by self-searching through portals.
- Accountable for achieving monthly recruitment targets and making projections Q-o-Q.

B. Training of New Joiners:

- Responsible for organizing both practical and theoretical training for new joiners at Mumbai Head Office.
- Organized and facilitated induction programs at Mumbai head office for new joiners PanIndia
- Responsible for conducting employee recognition camps.

C. Employee Engagement:

- Organizing development & motivational programs for employees below 2-sigma level of performance in the bell-curve to help them improve their performance.
- Accountable for formation of new HR policies & amendment to existing employee code of conduct.
- Creating reading material & organizing test – Ica product test that helps employees for refreshing their business knowledge at various levels of organizational hierarchy.

D. Attrition Ratio:

- Accountable for minimizing annual attrition through effective employee engagement techniques.

E. TDS Calculations:

- Responsible for collating and scrutinizing employee tax accountability every year and generating Form 16 of employees Pan India, required for return filing.

F. Annual Appraisals:

- Responsible for annual increment budgeting Pan India on basis of the ratings given by their managers and performance of the employees throughout the year.
- Analysing annual PMS sheets of employees and effective engagement with their reporting managers to set annual, Semi-annual performance goals.

G. Additional Responsibilities:

- Managing various rent agreements for offices Pan India.
- Preparing NDA's for different Vendor enrolment.

II. Sources Unlimited Private Limited

Duration: (1 year) December' 12- December' 13

Designation: Assistant HR

Job Profile:

A. Recruitment:

- Sourcing candidates from Job portals and conducting personal round off interview with them. Negotiating Salary with them. Organizing Induction program for new joiners.

B. Payroll processing:

- Monthly collating attendance data of all the employees and processing salary for them.

C. Employee Engagement:

- Organizing various activities on festive occasions for employees.
- Organizing annual outing for employees.

Achievements, Awards & Certifications

- Pursuing Pearson Vue certification course in HR.
- NISM-SERIES-V-A: Mutual Funds Distributor's Certification Examination 2014.
- 5 Years of dance education in Bharatnatyam.
- Appeared for Homibhabha, Scholarship, Marathi-Sanskrit Pravinya & Science Talent Quiz Examinations.
- Participated in various events in College Fest.

Extra-Curricular Activities & Interests

- **Hobbies:** Reading novels, Glass painting, Pot painting, M-seal craft, Clay craft, Classical Dancing.