



# MS. KIRAN BANJARE

HR Manager

## MBA- HR & Finance

**Objective-** To make optimum utilization of my knowledge and skill, utilize opportunities affectively for Professional growth and to contribute in the best possible way for the betterment to the organization and self.



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## EDUCATION

**Chouksey Engineering College Bilaspur**  
MBA - HR & Finance

**Chaitanya science and Arts college pamgarh**  
BBA

## SKILL

- Management Skills
- Creativity
- Leadership Skills
- Negotiation
- Payroll management
- Team Building skill
- Operated Biometric machine

## DECLARATION -

I confirm that the all information provided by me is true to the best of my knowledge and belief.

## EXPERIENCE

**Rajkesar Multispecialty Hospital Baloda**  
HR Manager  
March-2023 to Present

**NKH Hospital Korba**  
July -2018 to March-2023  
HR Executive

### Key Responsibilities. -

- Attendance Management.
- Payroll Management.
- PF and ESIC Sheet Prepare.
- Leave Management.
- Grievance Handling.
- Creating HR Policy.
- Schedule a departmental meeting & a meeting for employee.
- Recruitment , Selection
- Induction, Orientation, Training & development.
- Performance Appraisal.
- Time to time Retending Program (Rewarding Employee)
- Exit Interview
- Letter Formation (Offer Letter,Appointment,Experience Letter)
- Knowledge for job posting in Indeed website.
- Managing all mail, message and call for interview.
- Documenting Staff Details.
- Operated Biometric Machine.

## MAJOR PROJECT

Company - ICICI Bank  
Project Topic - ICICI bank financial performance of India

## MINOR PROJECT

Company - Shivam Motors (P.) LTD. -Bilaspur  
Project Topic - Employee's Satisfaction

## RESEARCH REPORT

Project Topic - Noise pollution  
Area - Bilaspur (C.G.)