

Notice for Placement

Company Name:- **FINE FINISH ORGANICS PVT. LTD.**

Position:- **HR GENERALIST**

Company Website:- www.finefinish.net

Work Location:- **TALOJA, NAVI MUMBAI**

About Company: **POLYMER MANUFACTURING COMPANY**

Job Profile / Responsibilities:

- Recruitment & Joining formalities
- Maintaining personal records of employees
- Attendance & leave management of employees
- Employee relations & performance management & disciplinary issues
- Monthly payroll of employees
- Handling staff queries/ grievances on company policies & decisions
- Managing complete Full & Final settlement
- Handling exit interviews
- Preparation of letters (Confirmation, Promotion, Transfers, Relieving/ Experience Letters)
- Framing & drafting of company HR policies
- Holding weekly performance review meetings

Key Skills: Training & Development of employees, KRA analysis

Required Qualification: **Diploma in Human Resources Management.**

Experience: 0- 5 YEARS

Remuneration: RS. 3- 5 LAKHS/ ANNUM

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - KARISHMA PRABHU

Email id: - karishma.prabhu@finefinish.net

Contact no: - +91 9821933534

Corporate Office: 801, SAI SANGAM, SECTOR- 15, CBD BELAPUR, NAVI MUMBAI – 400 614.