

# Shatakshi Jadhav

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## WORK EXPERIENCE

### Smart Arts (Siemens Ltd)

Airoli, Navi Mumbai

Business Manager

Apr 2020 - Present

- **Workflow Optimization:** Streamlined internal processes, reducing RFQ response time by **30%**, which demonstrates an ability to **optimize HR workflows** and procedures.
- **Stakeholder Relations:** Served as the primary point of contact for diverse industrial clients, building and nurturing relationships directly applicable to **employee relations** and conflict management.
- **Administrative Excellence:** Closed projects ranging from ₹50K to ₹2L+ and ensured **accuracy** and follow-up, required for **HR compliance** and record-keeping.
- **Achieved a 95%+ on-time delivery rate** for over 100 annual quotation projects, highlighting strong organizational skills and an ability to coordinate tasks effectively—a key skill for HR administration
- **Optimized HR operations** by creating a centralized Notion database to manage employee information, streamlining **payroll tracking** for two separate locations and improved internal communication, resulting in a **10% increase in positive employee feedback**.

## AWARDS AND RECOGNITION

### 'Atmanirbhar Bharat Event' by Samskruthi Bahrain.

Mumbai

Finalist at Top 6 International Speech Contest

- Ranked among the **top 5% of 2000 participants from the UAE, Qatar, and India**, showcasing exceptional public speaking skills essential for presentations and training sessions.

### Yuva Bhushan Movement, Yuva Biradari Organization

Fort, Mumbai

Finalist at Top 10 All India Yuva Bhushan Contest

- Earned finalist position in the Top 10 All India Yuva Bhushan Contest, standing out among over 10,000 applicants nationwide and gaining recognition from renowned personalities Abhishek Bachchan and Kranti Shah for exceptional leadership qualities.

## EXTRA CURRICULARS

### Isha Yoga Centre, Isha Foundation

Coimbatore, Tamil Nadu

Short Term Volunteer (1 month)

Jan 2025 - Feb 2025

- Directed registration and on-site support for 70,000+ participants during Linga Seva.
- **Coordinated food distribution channels** and served as a team lead for G2 (Gents 2) during the Samyama program, catering to over 5,000 participants.
- **Contributed to the successful venue setup** for the Mahashivratri event, attended by more than 1 lakh people. Assisted venue setup for Mahashivratri with 100,000+ attendees.

### Rotary Club

Bharti Vidyapeeth Dental College, Navi Mumbai

Workshop Designer & Facilitator

- Designed and facilitated a workshop on “How to be Creative?” for over 80 students, directly demonstrating skills in training and development and group engagement.

## SKILLS

**Skills:** Public Speaking, **Pitch Deck Presentations**, Creative Writing, **Workshop Facilitation**, **Employee Training**,

**Microsoft Excel (Data Entry)**, **PowerPoint**, **Canva (High expertise)**, Google Cloud Platform, Siemens' IPEP Portal, **Recruitment Coordination**, **Event Management**, **Notion**.

## EDUCATION

### Bharat College of Engineering

Maharashtra

BE Computer Science & Engineering (AI & ML) Sem 6 CGPA 8.7

Graduation Date: Jul 2026

**BN Bandodkar College Of Science, Thane (HSC) Maharashtra State Board**

Graduation Date: Mar 2022

**Lokmanya Tilak English High School, Mulund (SSC) 83% Maharashtra State Board**

Graduation Date: Mar 2020