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An experienced people oriented, result driven HR with 3 years of experience in end to end recruitment. I am committed to promoting diversity and cohesion through good employment, with workpotential and capability of managing the critical situations. Seeking a dynamic and challenging role in organization which offers me professional growth constantly.

## **AREAS OF EXPERTIES**

Recruiting & Onboarding	Learning & Development	HR Administrating
Conflict Resolution	Account Management	HR Information System

## **PROFESSIONAL EXPERIENCE**

***SuperPets A Veterinary Multi Specialty LLP***  
***HR Manager***

***Mumbai, India***  
***(November 2024 to Present)***

Hiring potential candidates for the internal departments based on the requirements, sourcing the candidates. Screening, Interviewing and negotiation of the candidates and given offer letters to the employees. Sharing new ideas with management in terms of process improvement. Performed onboarding and pre-joining activities for new employees on time. Welcoming newly hired employees and executing the engagement plan throughout the onboarding journey; managing the end-to-end onboarding process, .Creating and sending communicating the new hires about the information such as company guidelines, dress code, leavepolicy etc. was involved in developing and implementing employee relations programs, policies, and procedures. Conducted investigations into employee complaints and disputes. Looking after attendance and leaves of the staff

***Sanghi Overseas***  
***HR And Admin Executive***

***Mumbai, India***  
***(May 2024 – November 24)***

- Hiring potential candidate for the internal departments based on the requirements, sourcing the candidates. Screening, Interviewing and negotiation of the candidates and given offer letters to the employees. Sharing new ideas with the supervisor/Team members in terms of process improvement. Performed onboarding and pre - joiningactivity for new employee on time. .Collection of documents and orientation to the employee on time of joining. Welcoming newly hired employees and executing the engagement plan throughout the onboarding journey; managing the end-to-end onboarding process, ensuring a great experience for new employees and a smooth start into their roles. Ensuring that the new hires have technical assistance to properly setuptheir hardware/software and distribute manuals ,passwords and guidelines as needed. Creating and sending communicating the new hires about the information such as company guidelines, dresscode, leavepolicy etc. was involved in developing and implementing employee relations programs, policies, and procedures. Conducted investigations into employee complaints and disputes. Looking after daily attendance management, updating employee active inactive record in DMS portal. Co-ordinating training for the sales professionals, attending monthly meetings with the management with regards to the discussion of hiring plans, training schedule etc. Analysing employee feedback to identify trends and develop solutions to improve employee relations .Was a part of counselling team on performance management issues (including PIPs), disciplinary actions, etc.

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Solving the query of the newly hired employees. Creating, Documenting and updating employee active and inactive reports. Preparing and managing the database of the employees and making necessary changes as and when required. Preparing Skill matrix reports and analyzing the need of training, Planning Annual calendar for training and coordinating training for the scheduled time. Evaluation of feedback form and performance review after training. Providing Quarter Performance review between teams against their KRA and KPI.

## **INTERNSHIPS**

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### **G. Gheewala Human Resource consultants. (June 2021- Sept 2021)**

**Talent corner HR services PVT. ( April 20220- June 2020) Horizon**  
**outsources solution PVT ( May 2018- July 2018)**

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## **AWARDS AND RECOGNISATION AT ACCENTURE**

October 2022 special recognition for handling the termination queue efficiently.  
November 2022 consistent performer award  
February 2023 We Innovate @ operation award  
Q2 FY 2023 Star of business Awards.  
Q3 FY 2023 excellence award  
Q4 FY 2023 experience Amplifier Award.

## **EDUCATION**

BMS (Marketing) University of Mumbai (June 2019)  
MBA (Human Resource) University of Mumbai. (June 2021)  
Certificate course on US Payroll- Intermediate level (March 2023)

## **SOFTWARE EXPOSURE**

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Ms Office, Microsoft PowerPoint, MS Word, success factor Employee Factor, SAP 770.

## **LINGUISTIC ABILITY**

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English, Hindi, Gujarati, Marathi.

## **PERSONAL DETAILS**

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10<sup>th</sup> March 1999

Single

