**Pooja Bedekar**

**Mobile No:** 9834328853, **E-Mail:** poojarbedekar@gmail.com

Seeking a responsible position in the **HR** department, sharing my **8** years of experience in end-to-end recruitment and sourcing, performance management and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the company.

**Skills : -**

* **Communication Skills**
* **HR Strategy**
* **Leadership**
* **Recruitment**
* **On boarding**
* **Policy implementation**
* **Talent Management**
* **Employee Relation Management**

Employer : **Varad Property Solutions Pvt. Ltd**

**Duration :** 25th December 2019 to 5th August 2023

Designation: HR

* + **Recruitment & Selection** Process
  + **Attendance** on Daily and Monthly Basis
  + **Policy Design** for company
  + **Employee Relation** with all staff and the committee members
  + **Grievances** Handling in the company.
  + Full and **Final Settlement** – Cross check with departments, Leave balance, Loan and advanced checking, Calculations
  + Offer letter, Take follow-up till candidate **joining**. Relieving Letter, Experience Certificate , Exit Formalities.

**Employer : Gangotree Greenbuild:**

Duration: 28th May 2018 to 20th September 2019

Designation: HR & Admin Officer

* Recruitment Process - **Job Portals** like handle **Naukri ,Indeed, Times Job, Shine.com ,** Co-ordinate with HR & Directors of Companies.
* Attendance Daily And Monthly Basis and prepare **MIS** reports for salary purpose
  + **Policy Design** for company
  + **Employee Engagement** activities
  + Full and **Final Settlement** of employee – like Relieving Letter, Experience Certificate
  + Handled **joining formalities** for the candidate with documents verification , issue offer letter, appointment letter till induction programme.
  + Handled all the queries of the employees like related to **Salary, Leaves, Attendance, and Transfer etc.**
  + Explain the various policies, **strategies and benefits** to employees.
  + Execution of **HR policies** such as Leave policy, medi-claim policy, Recruitment Policy, Reward & Recognitions Policy, Making changes in policy with guidance & due approval of seniors if required.
  + Handled general Administration

**Employer : Sofcon India Pvt.Ltd**

**Duration : 11th February 2016 to 5th July 2016**

**Designation – HR Coordinator and Trainer**

**Employer : Readymix Construction machinery Pvt.Ltd.**

**Duration : 25th July 2014 to 25th July 2015**

Designation – HR Executive

**Internship** : **SAKAL MEDIA (corporate) Pvt. Ltd**.

**Duration** : 12 May 2013 to 13 July 2013

Internship done in **Recruitment and Selection** process.

**Courses Done**

Digital Marketing Certification Course

MS Office

**Educational Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education** | **Year Of Passing** | **University / Board** | **Percentage** |
| Masters in Personnel  Management MPM | 2014 | University of Pune | First Class |
| BCOM | 2012 | University of Pune | Second Class |
| HSC | 2009 | H.S.C. | Second Class |
| SSC | 2007 | S.S.C. | First Class |

**Personal Details**

Marital Status – Unmarried

Address - Shreeman Parisar, karve Nagar, Vitthal Mandir Road, Pune 52