

Sandra Santhosh

Human Resources



Contact

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📍 Manpada Thane(West)



Skill

- Candidate Handling and Query Resolution
- Document Drafting (Offer Letters, Agreements)
- Recruitment Process Management
- Professional Email Writing
- Team Collaboration
- Organizational and Time Management
- HR Operations and Administrative Support



Education

2019 (SSC-61%) ST.Xavier's English high school&Jr college

2021 (HSC-78%) -KB&KC College of management studies
(Course:Commerce)

2024(Graduation/CGPI:7.18)-Sahyog College of management studies [Mumbai University] (Specialization:Humanresources)

2024 Pursuing (MBA)
(Human Resources) from Dr. D. Y. Patil Vidyapeeth (DPU), Pune



Work Experience

HR Intern:

June 18th -July 18th

Singhania educational Services Ltd

I have Completed one-month internship, During that internship period, I gained valuable experience in candidate handling and query resolution, along with proficiency in drafting offer letters, agreements, and managing the onboarding process until candidates joined the organization. This role made my ability to communicate effectively and professionally, both verbally and in writing, particularly in composing professional emails. I collaborated closely with team members to ensure seamless coordination throughout the recruitment process, developing strong organizational and time management skills. This internship provided me with practical insights into HR operations, enhancing my understanding of recruitment procedures