



Vanshika Manoj Shinde
Human Resource
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Key Skills:

- Recruitment and Selection
- Problem-solving
- Team Management
- Employee Relations
- Communication Skills
- HR Policies and Procedures

Technical Know-how:

- HRM Thread
- Bizalys
- Microsoft Excel, PowerPoint, Word
- Tally ERP

Career Objective:

Being motivated and passionate in all I do, I want to pursue a job that is both challenging and growth-oriented and become successful out of hard work, determination, and honesty.

Educational Background:

- Masters in Management Studies (MMS) from MET Bandra, Mumbai 2022-24
- Bachelors in Business Administration (BBA) from C.M.C.S College Nashik, 2022 – 79.8%
- Higher Secondary Certificate (HSC) from C.M.C.S College Nashik, 2019 – 71.85%
- Secondary School Certificate (SSC) New Maratha High School, Nashik, 2017 – 73.80%

Internship:

1] Internship at RPD financial Solution pvt.ltd july 2024-August 2024

HR Manager

- Managed recruitment, salary administration, and attendance for a CA firm with 70+ employees.
- Handled conflict resolution among team members effectively.
- Followed up with candidates throughout the recruitment process.
- Created minutes of meetings to record discussions and decisions.
- Utilized the Bizalys app for workflow management and optimization.
- Developed and issued joining letters and relieving letters for new hires and departing employees.

2] Summer Internship at Gherzi Consulting Engineers Pvt.Ltd May 2023-June2023 on “HR Journalist”

- Actively engaged in the end-to-end recruitment process, including candidate sourcing, initial screening, and participating in interviews.
- Collaborated closely with the HR team, gaining exposure to various HR functions.
- Conducted in-depth analysis of compensation ratios as part of internship.
- Learned to Calculate Compa ratios to evaluate the correlation between individual salaries and prevailing market standards.

3] Summer Internship at Stylo Furniture, March 2022 on “HR Assistant”

- Contributed proactively to increasing worker satisfaction as part of a significant internship role.
- Used surveys and comments to evaluate the success of initiatives that were put into action in a quantitative manner.

Academic Research:

- A Research Report on Sexual Harassment at the Workplace.
- A Research Report on KeKa Software and Trello Software.

Additional Certifications:

- Organisational Design: Know your Organization, Mar 2024
- Human Resource Analytics Certification Examination, May 2023
- Training inBox Certificate, March 2023

Extra-curricular & Co-curricular activities:

- Worked in a team for startup idea "Raw Forest A2 Cow Ghee"
- A key part of the candidate selection process, I was granted the opportunity to interview undergraduate students.

