



# Sujata Yadav

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## Objective

Willing to work with growing companies,where I can showcase my skills and abilities

## Experience

- **Etox Realty**  
6/1/2023 - 6/4/25  
HR Generalist

## Education

Course / Degree	School / University	Grade / Score	Year
Bcom	Mumbai University	7.15	2024

## Skills

- End-to-end recruitment, Day to day HR support to management. Handling the On-boarding ,process-joining,HR induction. Preparing all HR related Letters like(Offer Letter, Appointment letter, Experience Letter. Conducted in-person interviews to screen candidates Employee engagement program like celebrations,Get -together. Handling Exits Formalities,Full and Final Settlement and Exit Process. Solve Employee problems and handle the grievances. Handled Complete candidate 's background checks