

Rati Choundawar

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Professional Summary

Passionate and highly organized HR professional with a proven track record in sourcing, recruitment, and HR operations. Seeking a challenging and progressive career in Human Resources to leverage my strengths in talent acquisition, employee engagement, and strategic HR management while contributing to organizational growth.

Skills

- End-to-End Recruitment
- HR Operations
- Employee Performance Management and Retention
- Client and Vendor Management
- Communication Skills
- Teamwork

Professional Experience

Company: Posiview Digital Technologies PVT LTD, Pune

Duration: Feb 2024 – Present

Designation: Head – HR

- Leading end-to-end HR strategy, recruitment, and operations.
- Driving talent acquisition, onboarding, and employee engagement initiatives.
- Managing payroll, compliance, HRIS, and performance management systems.
- Building a strong organizational culture through training, conflict resolution, and employee welfare programs.
- Enhancing employer branding and campus engagement initiatives.
- Partnering with leadership on workforce planning and organizational development.

Company: MoneySpring Financial Services ,Pune

Duration: March 2021 – Jan 2024

Designation: Sr. HR Manager

- Responsible for Entry level, Lateral and Leadership hiring.
- Managed full recruitment cycle including screening, interviewing, and offer rollout.
- Ensured pre-offer compliance checks and onboarding processes.
- Maintained talent pipelines and coordinated with vendors.
- Oversaw HR operations including performance management and employee engagement.
- Supported business through client interaction and office administration.

Company: Param Business Solutions ,Pune

Duration: Jan 2019 – Feb 2021

Designation: Talent Acquisition Manager

- Conducted Technical and Non-Technical hiring for India and UK clients.
- Sourced candidates via job portals, social media, and networking.
- Handled onboarding, compensation discussions, and maintained employee database.
- Supported HR operations including leave, payroll inputs, and compliance handling.

Company: Kavan Life & Computing PVT LTD, Pune

Duration: Feb 2014 – Dec 2018

Designation: HR Manager

- Managed induction, policy communication, and employee engagement.
- Facilitated performance reviews and payroll coordination.
- Organized retention strategies, fun-at-work initiatives, and exit processes.
- Led end-to-end recruitment and maintained employee database.

Company: Dharati Filtration System, Pune

Duration: Dec 2011 – Jan 2014

Designation: HR Executive

- Carried out full-cycle recruitment and onboarding.
- Managed HRIS, payroll, and compliance-related tasks.
- Handled employee grievances and contributed to HR policy implementation.

Education

- MBA (HR), Pune University – 2011 – 57%
- B.Sc. (Biology), Amravati University – 2009 – 68%

Personal Details

Date of Birth: February 16, 1988

Marital Status: Married

Interests: Gardening and Photography

Address: Balewadi, Pune – 411045