

JYOTI CHOUDHARY

HR CO-ORDINATOR

jyoticsrk@gmail.com

<https://www.linkedin.com/in/jyotichdry>

8104991760

Kasarvadavali, Thane (W)

HR professional with hands-on experience in recruitment, onboarding, and HR operations. Skilled in GreytHR HRMS, employee records, and job portals. Looking to contribute as an HR Executive or HR Generalist.

Work Experience

HR Co-ordinator

May 2025 - Present

APICES Studio Pvt. Ltd. (Payroll Delta Turnkey Services)

HR Intern

Nov 2024 - May 2025

APICES Studio Pvt. Ltd.

- Managed end-to-end recruitment for junior, mid, and senior architectural roles.
- Handled onboarding including offer/appointment letters, document verification, HRMS profile creation, welcome emails, and background checks.
- Maintained attendance and leave records using GreytHR HRMS.
- Updated recruitment trackers and shared hiring status with management.
- Supported employee engagement initiatives.
- Managed exit formalities including handover documentation, account deactivation, relieving letters, and full & final settlement.

HR Intern

Jun 2023 - Aug 2023

Mentorsity Pvt. Ltd.

- Assisted recruitment via Naukri, Indeed, and direct applications.
- Supported onboarding activities and joining formalities.
- Coordinated with candidates for smooth hiring communication.
- Posted jobs on LinkedIn and supported sourcing.
- Screened resumes and conducted initial telephonic interviews.

HR Generalist Intern

Aug 2021 - Nov 2021

SuccessR HR Tech Pvt. Ltd.

- Conducted initial interviews and issued offer letters.
- Created intern profiles on Kredily HRMS and maintained HR records.

Core Skills

Recruitment, Onboarding & Exit Formalities, HR Operations, HRMS, Attendance & Leave Management

Education

KC College of Engineering And Management Studies And Research

2024

Master of Management Studies (Human Resource) Human Resource

Languages

English, Hindi, Marathi, Marwadi

Awards