

Mrs. Shilpa Sarpole - Kubal

404, Moraj River Side Park, Takka Gaon, Panvel (West), Navi Mumbai-410206.

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Summary

- **Masters In Human Resource Development Management** with **over 10 years** of experience in Recruiting – Sourcing to on boarding ; Performance Management ; Compensation & Benefits; Attendance; Welfare and General Administration including Vendor and Client Relationship Management.
- Presently associated with Sparkle Clean Tech Pvt Ltd., Mumbai as a Senior Executive HR & Admin.
- Experience in Manpower Management, recruitment involving screening, short listing and interviewing.
- Adept at people management, maintain healthy employee relations ; handling employee grievances thus creating an amicable & transparent environment.
- Hands on experience in client relationship; maintaining client database ; project records; handling inquiry and delegating the same.

Areas of Expertise

- | | | |
|-----------------------|-----------------------|--------------------------|
| ○ HR Policy Execution | ○ Recruitment | ○ Performance Management |
| ○ Induction | ○ Employee Welfare | ○ General Administration |
| ○ Client Relationship | ○ Sales Co-ordination | ○ Record Keeping |

Organizational Scan

Currently associated with Sparkle Clean Tech Pvt. Ltd., Belapur, Navi Mumbai as Senior Executive HR & Admin from February 01, 2010 to February 06, 2021

- **Job Profile**
- Involved in recruitment for all level positions in the firm,
- Scheduling interviews with respective heads as per given position,
- Preparing offer letter, appointment letter, confirmation letter, appraisal letter & experience letters,
- Maintaining the database of all employees, completing post joining formalities of New Joiner and completing hand over formalities,
- Maintaining attendance and leave record of all employees,
- Preparing HR policies, handling administration part, maintain the office timing, rules, and regulations,
- Handling IT related issues through the vendor, maintaining the software's and time to time upgradation of software's,
- Maintaining data of all employees with proper manner and procedure,
- Providing all important documents and information to the employee's time to time,
- Record and maintain the documents related to all projects, also record sales agreements, contracts, vendor registration and quotations,

- prepare weekly and monthly report, scheduled meetings for sales and projects department, organize welfare parties for the employees, also celebrating festivals.
- ❖ **Achievement “Performer of the Year 2016” Award**

Was working with Fontus Water Ltd., Andheri (E), Mumbai as HR & Admin Executive and Sales Coordinator, From August 14, 2006 to January 20, 2010

- **Job Profile**
- All HR and Admin related activities from candidate joining to hand over formalities,
- Maintaining and record all projects documents, agreement, quotations details,
- Preparing proforma invoice, payment statements, weekly and monthly report,
- Follow up with customer for PO, order processing documents and payments.
- ❖ **Achievement “HR CHAMPION” Quarterly Award**

Was working with Team Cardz (HSBC Bank), Dadar, Mumbai as Team Leader and Office Executive, From January 03, 2006 to August 10, 2006

- **Job Profile**
- To check the Credit Card applications with documents,
- Fill the entry in Computer and process the applications,
- Update the data on time to time basis,
- Provide info to customer regarding credit card (e.g. Statement, limits),
- Handle the Team (Tele -Marketing),
- Provide to data for calling.

Was working with Online Services (HDFC Bank), Santacruz, Mumbai from June 05, 2005 to December 28, 2005 as Tele Marketing Executive

- **Job Profile**
- Generating Database for Calling
- Tele marketing
- Tapping Customers
- Convert leads by selling the Credit card

Academia

- Bachelor of Law (LLB) from Dr. Ambedkar Law College, Mumbai University
- Masters in Human Resource Development Management from Welingkar Institute of Management Development and Research, Mumbai University
- B. A. Economics from VPM’s Joshi & Bedekar College, Mumbai University

Other Qualification

- BEC Vantage Certificate course completed from British Council Division, Mumbai.
- Computer “MS-CIT” Course and “K-PRO” Course (MS-Office, D.T.P, Tally 6.3, HTML, DHTML, Flash, Fireworks, Dream Weaver, Gif Animator, Outlook Express & Internet)
- English Typing @ 30 w.p.m.

Projects

Subject: Leadership & Team Orientation

- Learning's: Self-motivation, Decision-making, Recognition, Turn your weakness into your Strength, Facts are must to be verified at each stage, taking things for granted can create huge complexities.

Subject: Effectiveness of Training on Development

- Learning's: Experience of survey study (survey in manufacturing industry), interaction with HR and Technical people. Prepare questionnaire and analyze through Quantitative method.

Personal Details

- Date of Birth -July 21, 1984
- Sex - Female
- Marital Status - Married
- Languages Known - English, Hindi & Marathi
- Nationality - Indian