

# Manija Chinchmalatpure

## MBA – HR, BA

To succeed in an environment of growth and excellence and earn a job that provides me job satisfaction and self-development and helps me to achieve personal as well as organizational goals

### EXPERIENCE

**Bajaj Auto**, Pune, Maharashtra–Apr, 2024 - Jul, 2024

#### HR Intern

- Orchestrated end-to-end talent acquisition processes, excelling in sourcing, screening, interviewing, CTC structuring, offer negotiation, cibil check, lateral tracking and seamless onboarding
- Proficiency in using SAP, SuccessFactor
- Mastered the art of negotiation, securing top-tier talent by adeptly negotiating competitive salary, benefits, and employment terms
- Crafted comprehensive documentation, including technical specifications and user manuals, ensuring clarity and accessibility for diverse stakeholders
- Balanced technical precision with user-centric design, focusing on technical specifications (40%), user manuals (20%), intuitive process flows (15%), and meticulous troubleshooting guides (15%), while staying vigilant with updates (10%).

**Tech Mahindra**, Pune, Maharashtra–May 2023 - August 2023

#### HR Intern

- Streamlined recruitment by analyzing hiring needs and negotiating offers, achieving a 30% increase in hiring efficiency
- Utilized labor law knowledge to bolster HR compliance, contributing to a 15% improvement in adherence to industry regulations and trends
- Managed HRIS and KEKA data, improving operational efficiencies by 25% through detailed reporting and analysis
- Enhanced recruiting strategies using data insights, leading to a 40% improvement in hiring quality and a 20% faster time-to-hire
- Conduct effective onboarding for new employees, achieving 80% accuracy in paperwork completion and orientation facilitation, while also maintaining up-to-date employee records

### PROJECTS

**Capstone Project, Engineer's Cradle**–Jan 2024– April 2024

- Achieve 99% attendance tracking accuracy with HR software or spreadsheets, managed attendance, leaves, and other operations for employee
- Maintained a positive work environment and employee experience.
- Encourage employee engagement and raise awareness of CSR projects.
- Conduct 360-degree feedback sessions every 10-15 days with 100% participation, creating reports with 95% accuracy to highlight strengths and areas for development
- Handle end-to-end staff augmentation onboarding new employees with 80% accuracy, maintaining employee records, coordinating with hiring managers, and facilitating contingent worker onboarding/offboarding

Pune, Maharashtra

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[linkedin.com/manija/](https://www.linkedin.com/company/manija/)

### SKILLS

Leadership, Teamwork, Team management, People Engagement, Public relations, Communication, Negotiation Adaptability, Problem-Solving

### EDUCATION

**MIT – School of Management, Pune**

MBA: Human Resource, Business Analytics

August 2022 – July 2024

**Vidhyabharti Mahavidyalaya, Amravati**

BTech: Cosmetic Technology

August 2018 – June 2022

### CERTIFICATE

- Employee Engagement Performance Management
- HR Analytics using MS Excel
- Certified International Zumba/Yoga Instructor

### VOLUNTEER WORK

- Placed among the top 10 **Google** content creators for the year 2023
- Volunteer 100+ hours/year at **Will Power**, leading physical activity instructor
- Member of the Women's Welfare Committee (Avyanna)
- Concept Movie To Career certified: Runner Up Inter-division