

Tejashri Khatal

HR Executive and Recruiter



1 Year 8 Months



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tejashrikhatal@gmail.com



Profile Summary

I am an accomplished HR Executive with a proven track record of implementing innovative recruitment strategies which resulted in a 30% increase in candidate quality.



Key skills

- End To End Recruitment
- Payroll Processing
- Statutory Compliance
- Employee Engagement
- Event Management
- Administration Work
- Employee Database Management
- Training and Development
- Legal Compliance
- HR Policy Formulation
- Onboarding
- Induction
- Joining Formalities
- Exit Formalities
- Employee Grievances
- Vendor Management



Personal Information

City **Pune**
Country **INDIA**



Languages

- English
- Hindi
- Marathi



Education

MBA/PGDM, 2024

Vidya Pratishthan's Institute of Information Technology Baramati

B.Sc, 2015

Mahatma Phule Krishi Vidyapeeth, Ahmednagar

12th, 2010

Maharashtra, English

10th, 2008

Maharashtra, English



Work Experience

Apr 2024 - Dec 2024

HR Executive and Recruiter
Systech Solutions

1. Implemented innovative recruitment strategies to acquire the candidate.
2. End to end recruitment process from need of requirement to the joining formalities.
3. Employee Engagement activities, Employee grievance redressal.
4. Payroll processing and leave management.
5. Legal and Statutory Compliance
6. Administration work like inventory management, factory round.
7. Assessing the training needs and accordingly arrange the training session.
8. Arranging the Employee welfare programs



Social links

<https://www.linkedin.com/in/tejashri-khatal-33bb37253>



Extra curricular

Book Reading

Mar 2023 - Apr 2024

HR Assistant (Intern)

Santkrupa Milk and Milk Products, Aljapur

1. End to end recruitment assistance
2. Joining formalities and documentation
3. Assistance in collection of raw data for payroll processing.
4. Employee Engagement activities.
5. Monthly Event management
6. Employee data management.
7. To understand the requirement of the position and accordingly drafting the JD.
8. Posting the requirements of open positions.



Internship

63 Days

Ananta Resource Management



Projects

62 Days

Employee Job Satisfaction

The Employee Job Satisfaction involves how employees more satisfaction from current organizational policies and how the employee engagement works more effectively. The project contain the survey of 108 employees which reflects the satisfaction level of employees according to which the decision had took to increase the job satisfaction of employees. Which ultimately results into employee engagement and employee retention.



Certification

- Diploma in Labour Law and Labour Legislation