



Komal Sunil Gangurde

Human Resource Management

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CAREER OBJECTIVE:

Dedicated and results-driven HR professional with 1 year 3 months of experience in talent acquisition, employee relations, and organizational development. Seeking to leverage proven skills in recruitment strategy and employee engagement to effectively fulfill the HR objectives of Cyber Crescent tech. Known for fostering positive work environments and implementing HR best practices to support organizational growth and employee satisfaction.

EDUCATION :

- **Ashoka Business School**
M.B.A (human resources management) 2020 - 2022
Percentage : 72.31%
- **K.K Wagh College Nashik**
Bachelor of Science (Micriobiology) 2017 - 2020
Percentage : 58.31 %

INTERNSHIP

- **B.P. Sangle Construction Pvt. Ltd**
Human Resource Intern – 2 Months.

PROJECT

A Study on Employee Attrition for B.P. Sangle Construction.

Objective:

- To examine the reasons for attrition among employees and work.
- Providing suggestions for an activity to reduce the attrition rate and improve retention helps to maximize profits.

PROFESSIONAL EXPERIENCE:

Cyber Crescent. Tech, Nashik.

(Dec 2022 to March 2024)

Human Resource Executive:

- Spearheaded the recruitment process, collaborating with hiring managers to identify staffing needs, creating job descriptions, and conducting candidate screenings.
- Successfully onboarded new hires, coordinated orientations, prepared the necessary paperwork, and facilitated a seamless integration into the company culture.
- Implemented employee engagement activities, including team-building exercises,

recognition programs, and wellness initiatives, resulting in increased employee satisfaction and retention.

- Assisted in developing and implementing HR policies and procedures, providing guidance and support to employees and managers.
- Conducted exit interviews and analyzed feedback to identify areas for improvement and enhance the employee experience.
- Actively participated in HR meetings and contributed to discussions on talent acquisition, performance management, and organizational development strategies.

EXPERTISE

- Strong knowledge of recruitment strategies and onboarding processes.
- Proficient in conducting candidate screenings, interviews, and reference checks.
- Experience in designing and implementing employee engagement activities and programs.
- Ability to develop and monitor KPIs and KRAs
- Excellent interpersonal and communication skills.
- Detail-oriented with exceptional organizational and time management abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint,)
- Ability to handle sensitive and confidential information with discretion.
- Strong problem-solving and decision-making skills.
- Team player with the ability to work collaboratively and independently.

COMPUTER PROFICIENCY:

- Course on computer concepts
- Advance Excel

ACHIEVEMENTS

1. Management Guru presentation competition first winner.

PROFESSIONAL CERTIFICATION:

1. Dr.M.R. Jaykar Employability Skills Program.
2. Employability And Soft Skills Certificate Program.
3. HR Analytics.

DECLARATION

I hereby declare that the facts given above are genuine to the best of my knowledge and belief.

Date: / / 2024

Place:

Yours Faithfully
(Komal Sunil Gangurde).