

AKANKSHA ROKADE

PROFILE

A dedicated Human Resources professional with an MBA in HR Management, possessing comprehensive expertise in the complete recruitment lifecycle, including job description creation, candidate sourcing, selection, onboarding, and employee orientation.

ACTIVITIES AND INTERESTS

- Reading
- Gardening
- Learning new things

KEY SKILLS

- Talent Acquisition & Management
- End-to-End Recruitment
- Employee Relations
- Conflict Resolution
- Learning and Development
- Performance Management

TECHNICAL SKILLS

- Microsoft Office
- Word

LANGUAGES

- Marathi
- Hindi
- English

WORK EXPERIENCE

HR Associate

DG Futuretech India Pvt. Ltd. | Pune
05/2023 - Present

- Responsible for complete onboarding and offboarding process of the employees.
- Incharge of End-to-End recruitment process for all positions including roles in IT Support, Software Development, QA(testing), Marketing and Sales.
- Responsible for arranging technical training and skill upgradation sessions as per the project requirements.
- Created an Excel-based knowledge database for internal project requirements of the organization, which resulted in improved documentation and efficient management of the resources.
- Actively contribute to the planning, co-ordination and delivery of the employee induction program, ensuring a seamless onboarding experience that sets new hires up for success.
- Thorough understanding of Performance Management System.
- Proficient knowledge of ISO-27001 standards with a focus of HR controls.

HR Intern

DG Futuretech India Pvt. Ltd. | Pune
02/2023 - 05/2023

- Responsible for updating internal database with new employee information, including contact details and employment forms.

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- Screening resumes for critical positions and setting up interviews.
 - Created job descriptions by collaborating with project managers.

HR Intern

The Strelema | Pune

09/2022 - 10/2022

- Handled the recruitment and onboarding of field and telecalling executives.
- Researched and reached out to several political survey companies to build partnerships.
- Helped finalize deals with three survey companies.

EDUCATION

MBA - HR

MKSSS's Smt. Hiraben Nanawati Institute of Management & Research for Women, Pune

2021 – 2023

Bachelor of Management Studies

Indian Institute of Cost Management Research & Studies, Pune

2018 – 2021

HSC in Commerce

Abasaheb Garware College of Commerce, Pune

2017 – 2018