



# GAYATRI BIRADAR

SR. HR EXECUTIVE

## EDUCATION

2016 - 2018  
MBA HR  
SPPU, Pune

2002 - 2005  
B. Com.  
SRTMU, Nanded

## LANGUAGES

English  
Hindi  
Marathi  
Kannada

## ABOUT ME

Dedicated professional with 4+ years of experience in HR domain. Demonstrated commitment to providing top-quality support to the management for the growth and development of the organization.

Result oriented and performance-driven HR professional with interests in HR Operations, HR Generalist and Recruitment.

## WORK EXPERIENCE

**Sr. HR Executive – Feb 2023 - Aug 2024**

**Petromech Engineers Pvt Ltd, Pune**

**(Volve Interlocks Manufacturer & Supplier)**

- Payroll Processing
- Maintain and Update Employee Records & HR Database
- End to End Recruitment for all non-IT profiles
- Job Posting (Social Media and Job Portals)
- Managing Candidate database
- Collaborate with Colleges, Institutes & Placement Services
- HR Documentation
- Salary Negotiation
- Offer Generation & Offer Release
- Employee Background Verification
- Post Offer follow-ups
- Induction / Onboarding process & Joining formalities
- Employee Relations
- Grievance Handling
- Attendance and Leave management
- Statutory Compliance (PF, ESIC – New Joiner Registration, MLWF)
- Performance Management Process
- Compensation and Benefits
- Employee Engagement Activities
- Exit formalities and Full & Final Settlement
- HR Admin Activities etc.

## PERSONAL DETAILS

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Gayatri Umakant Biradar

DOB: 1983 May 25

Marital Status: Married

### Phone

+91 87888 44748

+91 96044 01746 (Whatsapp)

### Email

[gayatribiradar1@gmail.com](mailto:gayatribiradar1@gmail.com)

### LinkedIn

<https://www.linkedin.com/in/gayatri-biradar-520a4a232>

### Address

Hadapsar, Pune - 411 028

## HR Executive – Oct 2021 - Feb 2023

Floating Minds Infotech, Pune

*(Software Training Institute)*

- End to End Recruitment for all profiles
- Sourcing, Screening, Mass-mailing
- Job Posting (Social Media and Job Portals)
- Managing candidate database
- Collaborate with Colleges, Institutes & Placement Services
- Induction & Joining formalities
- Employee Engagement Activities
- Admin Activities etc.

## HR Recruiter to Team Leader – May 2018 - March 2020

Haze Busting Consultancy Services, Pune

*(Consultancy and Placement Services)*

- End to End Recruitment (IT & Non-IT)
- Sourcing, Screening, Mass-mailing
- Job Posting (Social Media and Job Portals)
- Managing candidate database
- Employee Engagement Activities
- Attendance and Leave management
- Trained new joiners & supported to achieve their targets

## Summer Internship – May 2017 - July 2017

Vishay Components India Pvt Ltd, Pune

*(Manufacturer of Semiconductors and Capacitors)*

- Attendance and Leave Management
- Scheduling and arranging Preliminary interviews
- CSR
- Admin Activities

## SOFTWARE SKILL

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- MS Office
- MS Outlook

## CERTIFICATION & COURSES

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- HR Executive Training Course
- HR Course on Payroll and Statutory Compliances
- SAP Success Factor Employee Central ( Pursuing )