

RESUME

Shweta Satpute

E-Mail: shwetaxn@gmail.com

Contact No.: 7709603542

Aspiring for challenging assignments in Human Resource Management with an organization of repute skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees.

PROFILE SUMMARY

- A dynamic HR Professional with **over 7+ years** of experience in Recruitment (IT & Non-IT), Resourcing & Development, Performance Management, Employee Welfare and Administration.
- Proficiency in **payroll system, recruitment process, attendance management**, screening and short-listing with appropriate compensation.
- Experience in implementing **HR systems and policies**, conducting training programs towards enhancing employee productivity and building committed teams.
- Successful at motivating staff through clear communication and outstanding organizational skills.

AREAS OF EXPERTISE

- | | | |
|--------------------------|------------------------------|--------------------------|
| ➤ HR Policy Execution | ➤ Recruitment | ➤ Performance Management |
| ➤ Training & Development | ➤ Employee Relations/Welfare | ➤ Vendor Management |
| ➤ MIS Reports | ➤ Talent Pool Selection | |

EMPLOYMENT DETAILS

Forms And Surfaces India Pvt Ltd, Pune as HR Executive from Aug'22 – Till date

Forms & Surfaces designs and manufactures architectural products used in public spaces worldwide.

Key Result Areas:

- Managing the recruitment life-cycle.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment etc.
- Posting of Jobs through Portals, JazzHR, indeed etc.
- Conduct telephonic interview and personal interviews in coordination with heads.
- Developing recruiting strategies to identify qualified candidates and build network.
- Database Management: Maintaining and developing candidate database.
- Carried out induction / orientation program to the new recruits.
- Responsible for new joined employees background verification.
- Keeping the track of on boarding & off boarding employees' documentation.
- Drafting employees offer letter, appointment letter, relieving letter and experience letter.
- Maintaining employee's records in the system.
- Ensuring adherence to the statutory compliances with respect to company policy.
- Keeping track on admin activities.
- Developing employee engagement activities such as monthly R & R, annual sports, arranging webinars etc.
- Arranging trainings based on the requirements.
- Vendor management.
- Maintaining the MIS reports on monthly basis.

OAo Info India Pvt. Ltd., Pune as HR Executive from Dec' 2020 – Aug'22

OAo Info India Pvt Ltd is an IT Solutions company providing services of Web Design, Web Development, Game Development and Digital Marketing.

Key Result Areas:

- Interfaced with management and heads of department for implementing HR policies & procedures in line with core organizational objectives.
- Managed all new staff details in excel sheet.
- Managed the recruitment life-cycle.
- Executed recruitment encompassing sourcing, screening, selection and appointment etc.
- Maintained recruitment tracker.
- On boarding the new joiners, documentation & Induction.
- Maintained daily attendance, updating leave records etc.
- Ensured adherence to the statutory compliances with respect to company policy.
- Drafted employees offer letter, appointment letter, relieving letter and experience letter.
- Developed employee engagement activities.
- Managed Payroll activities & salary preparation.
- Handled full and final settlement process of exit employees.
- Handled employee's conflict.

Zebion InfoTech Pvt. Ltd., Pune as HR Assistant from Oct' 2016 – Nov' 2020

Zebion is a leading trading and service provider company of computer accessories and computer peripherals, sound systems and security division solutions for consumer.

Key Result Areas:

- Interfaced with management and heads of department for implementing HR policies & procedures in line with core organizational objectives.
- Managed payroll system also calculating and monitored employee's overtime.
- Assisted in TDS, PF & ESI calculation processes.
- Updated all new staff details in HRMS (Human Resource Management System)
- Managed the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new/existing departments.
- Executed the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment etc.
- Carried out induction/orientation program to the new recruits.
- Developed & maintained MIS reports and other operation reports which involve processing daily attendance, updating leave records, etc.
- Coordinate with bank person for opening of bank account for newly hired employees.
- Provided CRM training to newly hired employees.
- Drafted employees offer letter, appointment letter and experience letter.
- Processed performance appraisal.
- Ensured adherence to the statutory compliances with respect to company policy.

Highlights:

- Expertise in payroll system management.
- Acquired the Manpower Requisition Form from the respective heads and looked for other candidates in data bank.

PROJECT DETAILS

Aviva Life Insurance India PVT LTD from May'2013 to Jul'2013

Project Title: Employee Engagement Survey

Works contain:

- Prepared Data analysis on the basis of employee requirement
- Analyzed employee's satisfaction & involvement towards their work.
- HR data collection and data feeding.
- Analyzed the Behavior, Viewpoint and attitude of the employees with the help of the questionnaire.
- Identified the factors that need change in the life insurance company, which will improve morale of the employees and hence engaged employees.
- Determined the effect of Key Drivers in the life insurance company for nearly engaged employees.

EDUCATION

Qualification	University	Year of passing	Percentage
MBA, Human Resource Management	Pune University	2014	56.8%
BBA, Human Resource Management	Pune University	2012	58.6%
HSC	Maharashtra Board	2009	64.5%
SSC	Maharashtra Board	2007	74.3%

STRENGTH

- Leadership
- Good communication skill
- Teamwork
- Problem solving skill

TECHNICAL SKILL

- MS Office
- Social Media Handling skill
- CRM
- Payroll

ACHIEVEMENTS

- Passed "Maharashtra girls BN NCC, Pune" Exam with A certificate under the authority of Ministry of Defense, Government of India.
- Won 1st prize in speech, and essay at school level.
- Achieved Grade in Elementary 2004 and Intermediate 2005 (Drawing exams) organized by Government of Maharashtra.
- Participated in Quiz and cultural activities at school and college level.

PERSONAL DETAILS

Date of birth : 2nd May 1992
Nationality : Indian
Marital Status : Married
Language known : English, Hindi, Marathi
Address : 616, Deepanjali Bungalow, Amarsrushti society, Hadapsar, Pune,
Maharashtra – 411028