



Gayatri Vasantrao Chamnar

Human Resources – Executive

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📍 Nigdi Pradhikaran,
Pune

EDUCATION

MSC - 2020-2022

SRTMU University

BSC 2017 -2020

SRTMU Nanded
University

HSC 2014 -2016

Latur Board

ABOUT ME

HR professional experience in end to end recruitment skilled in tech and tech sourcing, resume screening interviewing negotiating and closing the best talent, employee relation activities employee statisfaction and staff development

WORK EXPERIENCE

SODEXO INDIA SERVICE PVT LTD

Human resources executive, May 2023 - NOW

- Recruitmnt - Implement effective sourcing, add posting and shortlisting.
- Employee Grievances
- Maintaining employee master data
- Employee Life Cycle
- Handelling leave records and attendance
- Onboarding, Induction, Offbording of employees
- Carrying out various kinds of welfare activities to boost up the employee morale like organizing R&R, staff party birthday celebration of employee.
- Maintaining PF, ESIC
- Workplace safety, training and development, compensation and benefits and compliance.
- Resolve conflicts
- Processing company payroll
- Maintaining a work environment.

INTERNSHIP

HUMAN RESOURCE

Duration : 3 Month

Date : 01-02-2022 to 30-04-2022

TECHNICAL SKILL

MSCIT

MS- Power Point

MS- Word

LANGUAGE

English

Hindi

Marathi

EZIO INFOTECH PVT LTD

Human resources recruiter, May 2022-May 2023

- Identifying Job Requirements
- Sourcing and Attracting Candidates
- Screening and Evaluating Candidates
- Facilitating Interviews and Hiring Decisions.
- Coordinating Interviews and Decision Making
- Managing Job Offers and Onboarding
- Client Calling
- Documentation
- Employee Grievances

THANK YOU

GAYATRI CHAMNAR