PROFILE

Dynamic and results-oriented HR Professional with a proven track record of providing exceptional support across various HR functions. Adept at managing the employee life cycle with a focus on customer satisfaction,expertise, and timeliness.

EDUCATION

MBA Operation (Pune University)
8.11 CGPA – First Class with Distinction

BE Mechanical (Pune University)
60.86 percentage – First Class

CONTACT

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HOBBIES

Travelling
Meditation
Journaling
Foodie

SACHIN SHINDE

HR Professional

SKILLS

- Employee Life cycle management
- HRMS Database management
- Communication and coordination
- Analytical skills

WORK EXPERIENCE

Enhancor Servies Pvt Ltd [Senior HR Executive]
May 2023–Present

Wissen Baum Engineering Solutions [HR Executive]
May 2021–May 2023

RESPONSIBILITIES

- Handled various HR functions including recruitment, onboarding, Induction, employee relations, benefits administration and exit formalities.
- **Training and Development arrangement**
- Provided comprehensive support to employees across all functional areas, ensuring high levels of customer satisfaction and timely resolution of inquiries.
- **Payroll** processing on HRMS, **Time sheet** management
- Time office management, Attendance management, Leave Management
- **Implementation of HRMS system** from scratch.
- Manage and maintain the **HRMS** system, ensuring data accuracy and integrity
- Provide technical support and training to HR team members and end-users on system functionalities of **HRMS**
- Manage and coordinate queries through the case management tool, ensuring timely resolution and tracking of employee inquiries.
- Working on **PMS** process throughout
- **MIS data generation**, Dashboard creation, Tracking and preparing monthly reports –Present it to the management
- **HR Policies** formation and training to employees
- Grievances handling, Employee engagement activities, FNF Processing
- **Social Media branding** for organization on different portals like LinkedIn, Instagram, Facebook.