

Yatin Gore

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LinkedIn Profile: [LinkedIn](#)

Profile Summary

Skilled **HR Professional** with a strong background in managing HR Operations, including onboarding and offboarding. Experienced in creating and distributing HR MIS reports, supporting attendance management and payroll, and assisting with recruitment processes. Skilled in developing employee engagement activities and maintaining accurate HR records in HROne & Keka (HRMS). Proficient in data analysis using Excel to drive decision-making. Committed to providing excellent support and addressing employee inquiries regarding HR policies.

Experience

Consultant-TA

Parseq India Private Limited

6/2024 – 12/2024

- Coordinated the onboarding process for new employees, ensuring smooth transitions and timely integration into the organization.
- Assisted with attendance and leave management, maintaining accurate records and addressing employee inquiries regarding policies.
- Managed and maintained HR databases, ensuring the accuracy and up-to-date status of employee information.
- Responded to employee queries related to HR policies, procedures, and general employee benefits, providing timely and clear guidance.
- Developed and generated various HR reports and analytics using Excel (pivot tables) and Power BI, supporting datadriven decision-making for HR and management teams.
- Assisted the Resource Manager with regular updates on recruitment metrics, including candidate status and other recruitment-related data.
- Created, updated, and distributed daily, weekly, and monthly HR MIS (Management Information System) reports for tracking HR performance and metrics.
- Drafted detailed job descriptions in collaboration with team leads, aligning role-specific requirements, responsibilities, and qualifications to ensure clarity in the recruitment process.
- Conducted initial screening interviews for job applicants, evaluating qualifications and suitability for the role.
- Assisted in the recruitment process by scheduling interviews, coordinating with candidates, and managing related documentation.
- Facilitated communication and documentation coordination with candidates during the recruitment and hiring process.

HR Intern

Securityboat Cybersecurity Solution Pvt Ltd

3/2024 - 5/2024

- Assisted in the end-to-end recruitment process, including posting job openings, reviewing resumes, conducting initial screenings, and scheduling interviews.
- Managed employee lifecycle processes for multiple departments, including onboarding new hires and offboarding departing employees, ensuring smooth transitions.
- Supported the HR Manager with attendance management and payroll processing, ensuring accuracy and compliance with company policies.
- Developed and executed employee engagement activities to enhance workplace morale, foster team collaboration, and support overall employee satisfaction.
- Maintained accurate HR records and databases, ensuring data integrity in HROne (HRIS), and managing employee information in compliance with company standards.
- Coordinated with college TPOs (Training and Placement Officers) to organize and facilitate campus recruitment drives, building a strong talent pipeline.
- Responded to employee inquiries regarding HR policies, benefits, and procedures, providing timely and effective solutions.
- Coordinated with vendors to manage the distribution and tracking of onboarding kits for new employees, ensuring a seamless orientation experience.

HR Intern

Prudent Agency

9/2022 - 11/2022

- Conducting initial screening interviews with job applicants.
- Assisting in the recruitment process by posting job openings, reviewing resumes, and scheduling interviews.
- Responding to employee inquiries regarding HR policies and procedures.

Intern

Taj Vivanta, Pune

7/2019 - 1/2020

- Assist in providing exceptional guest service by greeting guests, assisting with inquiries, and ensuring guest satisfaction.
 - Collaborate with team members to ensure smooth operations and deliver high-quality service to guests.
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Education

MBA- Human Resource Management (2023)

Savitribai Phule Pune University, Pune