

Savani Ingole

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- Dahotre and Dahotre Chartered Accountant** 24th July 2023 - 5th January 2025
Human Resources Executive
 - Attendance and Leaves checking daily.
 - Preparing weekly Attendance report.
 - Mail drafting formal and informal.
 - Letter drafting, Offer letter, Reliving letter, Experience letter, Internship letter etc.
 - Follows a smooth exit formalities of an employee.
 - Following with checklist of the Recruitment and Onboarding process.
 - Basic training to the new joiner.
 - Announcements and Notification drafting.
 - Celebrating Birthdays of an Employees also wishing them with editing photo of them in Canva app.
 - Printing MOMs, Letter Heads, SOP's, KRA's, Stamp paper, Resumes etc.
 - Preparing everyone's Performance assessment Quaterly and also performance evaluating with them and with their managers.
 - Conducting Grievances Meeting weekly with the department heads.Discusion what scope of improvement, problem facing in organisation, and in their department etc.
 - Weekly conducting standup meeting with each departments for 15 minutes.
 - Checking pending Leaves for approval in the every month for a salary process.
 - Payroll handling, calculation of every employees monthly Payable days.
 - Importing it in easy hr, then calculation of months of salary and PF, ESIS,PT.
 - Generating salary slips.
 - Rechecking the amount of salary with finance team.
 - Cordinate with PF person and sending them the PF data.
 - Bank person coordinating for a bank account opening of a new joiners.
 - Events planing, deciding budget for every events type and decorating the interior.
 - Scheduling meetings, interviews, online and offline.
 - Scheduling follow ups.
 - DSC renewing and visiting to PF office for DSC registration.
- Averon softwares and services** 18 July 2022 - 18 June 2023
Hr Support Executive

HR - Supporting Roles and Responsibilities.

 - Supporting Hr Recruitment teams,like finding candidates in job portals of various technologies.
 - Supporting Data mining team teams like searching jobs for consultants with there different types of technologys and there year of Experience in job portals and in a White vendors portals .
 - Supporting Bench Sales teams like providing them all jobs application links ,Contact details and Emails ID . Sending Emails and getting response of emails, replying and forwarding bench sales team. Also calling the recruiter of the white vendors and scheduling interviews.
 - Searching projects for consultation's due to their own experiences and skills.
 - Searching projects in lots of portals , applying and maintaing in sheets.
 - Maintaing Email l'd and contacts numbers of vendors ,sending then email to the recruiters for consultation.
 - Sending Hotlist.
 - Sending all responses to recruiter for forther submission & Interview process.
 - Support Hr teams for Event management like Decoration, Orders of meals, Arrangements, Budget etc.

- **Techno Cipher IT Solution**

4 January 2022 - 4 July 2022

HR Internship

Professional skills

- Good communication skills.
- Proficient in Excel.
- Well organized details oriented and ability to multitask.
- Maintaining Attendance sheets.

Roles & Responsibilities

- Hiring a candidate suitable for job description.
- Scheduling interviews both online and offline.
- Maintaining Data of company culture.
- Emails sending & writing.
- Event management (short birthday party or farewell party).

Education

- **Bhartividyaapeeth University**

July 2020- 2022

Master's in business administration in human resource management

- **H.v Desai collage, Pune University**

Jun 2017- April 2020

Bachelor's in business administration in human resource management

- **Sinhgad Collage Of Arts & Commerce**

Jun 2015- Feb 2017

Commerce (HSC)

- **Pune University**

March 2015

Dnyanganga English Medium School (SSC)

Skills

- Self motivated
- Organized
- Team work
- Flexible to work
- Positive approach
- Time management
- Personalising learning plans
- Communication skills
- Beautician
- Management
- Multitasking

Interests

- Cooking
- Fitness (gym)
- Traveling

Activities

- Government beautician certificate

Languages

- English, Hindi & Marathi