

SANOBAR SAYYED

HUMAN RESOURCE

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SUMMARY

Dedicated and motivated HR professional with a strong academic background in Human Resource Management. Possessing a solid understanding of recruitment processes, employee relations, and performance management. Demonstrated ability to communicate effectively and work collaboratively in team environments. Eager to apply theoretical knowledge and contribute to creating a positive workplace culture while supporting organizational goals. Open to learning and adapting in a fast-paced environment, with a passion for helping employees thrive.

WORK EXPERIENCE

BANDISH STUDIOS, PUNE

29th July - 1st Oct

HR INTERN

- Managing full recruitment life cycle, from job posting also sourcing candidate to interviewing, salary negotiating and onboarding the new candidates.
- Collaborate with hiring managers to identify staffing needs, create job description and develop effective recruitment strategies.
- Scheduling interview virtually and onsite, drafting technical test to candidates which is the another process of interview.
- Utilize various recruitment tools, including LinkedIn and Indeed to source and manage candidate pipelines.
- Conducting induction program for new joiners also introduce them to everyone and giving them office tour and briefing about the company and its policies and payroll cycle of company.
- Drafting offer letters, doing salary breakup with the candidate.
- Managing on employees attendance through ESSL app and Greythr tool.
- Also doing payroll process.
- Document verification of new joiners.

VENKY'S INDIA LIMITED, PUNE

27TH Aug 2023 - 16TH Dec 2023

HR INTERN

- Worked on shortlisting the resume, co-ordinating interview, co-ordinating with candidates before and after the interview, doing documents verification. Payroll management and joining process.

EDUCATION

- Poona Institute of Management Science and Entrepreneurship, Camp Pune
MBA in HR Present
- Poona College of Arts Commerce and Science B.Sc in Zoology Sep 2018 - May 2021
- Maharashtra State Board Hsc June 2016- Mar 2017
- Maharashtra Stated Board June 2015 - April 2016

HARD SKILL

- Good Communication
- Working in team and team building
- Recruitment Lifecycle Management
- Empathy and Emotional Intelligence

SOFT SKILL

- Interviewing Scheduling
 - Decision making
 - Time Management
 - Multi-tasking
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CERTIFICATIONS

- Human Resource Labour Relations
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EXTRA CURRICULAR ACTIVITIES

National Institute of Personnel Management (NIPM)

Assisted in the management of the event of inauguration of student chapter of NIPM at PIMSE, and also a member of NIPM.

PROJECTS

- **X- Culture**

Participated in X-Culture where I was a member of a cross culture team and we as a team worked together on our project and represented it at an international level

- **SIP (Summer Internship Project)**

Did Summer Internship Project on Performance Management and its challenges, also came across with the recruitment and selection process at Venky's India Ltd Pune

LANGUAGE

- English
- Hindi
- Marathi