

VIVEK BHANDWALE

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SUMMARY

A dedicated HR professional with 3 years of experience in HR operations, seeking to leverage proven skills in employee relations, HR policies implementation, and recruitment processes in a challenging HR generalist role. Proficient in HRIS systems and tools, with a commitment to creating a positive work environment and ensuring the success of both employees and the organization.

WORK EXPERIENCE

Jr. HR Executive, Simplifai Cognitive Services Pvt Ltd.	Apr 2024 - Present
<ul style="list-style-type: none">Foster positive workplace relationships by addressing employee concerns and facilitating communication between management and staff.Manage the complete recruitment process, including job postings, resume screening, interviews, and onboarding.Organize training programs to enhance employee skills and identify departmental training needs.Assist in creating HR policies and ensured compliance with labor laws.Process payroll and manage employee benefits, serving as the primary contact for compensation inquiries.Maintained accurate employee records and HR databases, ensuring data integrity.Generate reports on HR metrics (turnover rates, employee satisfaction) to support decision-making.Collaborate with management to assess workforce needs and aid in talent acquisition strategies.Utilized HRIS systems and other HR Software platforms to streamline HR processes and improve efficiency.Managed Visa Processing for Employees.	
HR Trainee, Simplifai Cognitive Services Pvt Ltd.	Sept 2022 - April 2024
HR Intern, Simplifai Cognitive Services Pvt Ltd.	Feb 2022 - Sept 2022

EDUCATION

Master of Business Administration - HR & IB	November 2022
Bharati Vidyapeeth Deemed University, Pune - CGPA 9.85 out of 10.	
Bachelors of Business Administration	October 2020
Rajarambapu Insititute of Technology, Islampur - 58%	

ADDITIONAL INFORMATION

- Technical Skills:** Training Development, Employee Onboarding, Team Building, Policies Implementation, Recruitment, Event Planning, HRIS Applications Proficient, Risk Management, Payroll Assistance.
- Languages:** English, Hindi, Marathi.
- Certifications:** HR Analytics.