

# Shweta Sanjay Kamble

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## PROFESSIONAL SUMMARY

HR professional with 7+ years' experience in recruitment, performance management and placement coordination. Proven success in facilitating internships, soft skills training, and implementing HR systems. Skilled in payroll processing, statutory compliance ( PF, ESI, and labor laws ), and aligning HR strategies with organizational goals. Adept at ensuring legal compliance, enhancing employee satisfaction, and driving organizational efficiency through comprehensive HR practices.

## SKILLS

- HR Software Expertise
- Communication Skills
- Recruitment
- Employee relations and grievance handling
- Performance Appraisal Systems
- HR Metrics and Reporting
- Training and Development
- Payroll Processing
- Legal compliance in HR practices
- Soft Skills Training and Placement Coordination

## EXPERIENCE

Admin Executive and Placement Coordinator, Matrix School of Management Studies, March 2023-Current

- Designed and updated job descriptions to align with organizational needs
- Conducted recruitment processes, including sourcing, interviewing, and shortlisting candidates
- Monitored and reported key HR metrics, such as time-to-fill and source of hire
- Organized and hosted job fairs and recruitment events to improve employer branding
- Facilitated placements, achieving a record of 14 internships and 3 final placements within 8 months

HR Executive, Shaha Clearing and Forwarding Pvt Ltd, February 2020-January 2021

- Led end-to-end recruitment processes, including sourcing, screening, interviewing, and onboarding, to fulfill talent needs efficiently.
- Designed and implemented talent acquisition strategies to attract top talent through job boards, social media, and employee referrals.
- Organized employee engagement programs, fostering a positive work environment, and improving retention.
- Ensured compliance with labor laws and company policies, conducting regular audits to mitigate risks.
- Collaborated with management to prepare and monitor HR budgets, optimizing resource allocation for recruitment and engagement activities.

HR Executive, Vaibhav Auto Parts, January 2015-August 2018

- Managed end-to-end payroll processing, ensuring timely and accurate salary disbursements.
- Oversaw statutory compliance, including PF, ESI, and labor law adherence, minimizing compliance risks.

- Conducted regular audits of employee records to ensure alignment with statutory requirements.
- Assisted in policy formulation to streamline payroll processes, and enhance efficiency.

Administration Executive, Ceratec, April 2013-January 2015

- Handled administrative functions, including employee record maintenance and budget monitoring
- Supported HR in implementing new policies and streamlining communication channels

## EDUCATION AND TRAINING

Post Graduation

MSW \_ HR, Karve Institute of Social Service, Pune April 2021

Some College (No Degree)

B.com, Dr. Sudhakar Jadhavar Art & Comm College, Pune November 2017

## LANGUAGES

**Marathi:** First Language

**English:**

C1

**Hindi:**

C1

Advanced (C1)

Advanced (C1)

## CERTIFICATIONS

- Ultimate HR Generalist : Ace Human Resource Management
- AWS Academy Cloud Foundations
- SAP Success Factor ( Pursuing )
- HR Course on Payroll and Statutory Compliances