

SUDARSHANA BAPU WAKCHOURE -MBA (HR)

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Current Job: Team Leader, Campus Hiring Pan India (Quess Corp Ltd)

Summary

An experienced HR professional with over 8+ years of expertise in end-to-end recruitment, campus hiring, data management, administration, payroll processing, and employee engagement. Skilled in sourcing, talent management, and providing strategic HR support to achieve business objectives. Seeking a responsible position in an HR department to leverage my strong communication, interpersonal skills, and recruitment experience for company growth.

Skills

- Recruitment & Selection
 - ATS Handling (Talite Software)
 - Campus Hiring Recruitment
 - HR Compliance & Payroll Processing
 - Administration & Record Keeping
 - Data Management & HR Reporting
 - Training & Development
 - Time Office Management
 - Multitasking & Team Collaboration
 - NAPS Registration & Contract Generation
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Work Experience

1. Quess Corp Ltd

Team Lead – Pan India Campus Hiring (M & I Segment Recruitment)

From: August 16, 2023 – Present

Roles and Responsibilities:

- Developed and implemented a comprehensive campus recruitment strategy to attract top-tier talent from leading educational institutions.
- Built and maintained strong relationships with universities, placement cells, and faculty to enhance the organization's brand and increase campus engagement.
- Managed end-to-end campus hiring processes, including career fairs, recruitment drives, interviews, assessments, and on boarding.

- Collaborated closely with hiring managers and business leaders to understand recruitment needs and align hiring strategies with business objectives.
- Analysed recruitment data and provided regular updates on hiring progress, challenges, and solutions to senior management.
- Spearheaded employer branding initiatives by creating engaging job postings, recruitment materials, and event activities.
- Focused on driving diversity in hiring by ensuring outreach to diverse campuses and creating an inclusive hiring process.
- Developed a comprehensive post-hiring feedback loop to continuously improve the recruitment process and candidate experience.
- Managed high-volume recruitment for multiple roles across campuses, ensuring timely placement and high-quality candidates.
- Coordinated and fulfilled recruitment requirements for major MNC clients across various sectors, including Bajaj Auto Ltd, Tata Motors, Crompton, Bridgestone, Honeywell, Schneider Electric, Mahindra CIE, ITW, Hyundai, and FIAT.

Key Achievements:

- Successfully hired 1000+ number of Graduates/DTE/NAPS-NATS Trainee across various campuses within a one and half year, meeting or exceeding hiring goals.
- Improved candidate quality by enhancing the screening and assessment process.
- Streamlined Campus recruitment processes, reducing time-to-hire through improved coordination and automation tools.

2. Tirumala Services (JCB India Ltd.)

HR Executive *From:* August 2020 – August 2023

Roles and Responsibilities:

- Managed all HR processes for Tirumala Services at JCB India Ltd.
- Handled on boarding formalities, appointment letters, documentation, and exit formalities for employees.
- Recruited candidates through multiple channels such as career portals, job boards, and social platforms.
- Conducted induction training and introduced new employees to company rules and regulations.
- Recruited and managed a team of 80–90 employees across different levels and departments.
- Managed statutory compliances like PF, ESIC, and payroll processes, including wage registers and time office management.
- Coordinated employee engagement activities and events to boost morale and productivity.
- Successfully completed HR legal audits and managed monthly POSH training and awareness sessions.

3. BSA Corporation Ltd. (JCB India Ltd & Magna International)

NEEM/NAPS Administrator *From:* August 2018 – December 2019

Roles and Responsibilities:

- Led a team of 4 supervisors and managed 800+ NEEM trainees at JCB India Ltd and Magna International.
- Managed recruitment, selection, and on boarding of NEEM and NAPS trainees.
- Coordinated interviews with functional heads and project managers to ensure successful hiring.
- Generated NEEM/NAPS registrations and contracts, ensuring all necessary documentation was in place.
- Handled payroll updates and coordinated salary disbursement for trainees.
- Successfully managed campus interviews and recruiting efforts at government and non-government ITIs and diploma colleges.
- Under gender diversity programs, successfully recruiting 45-50 female trainees through campus hiring.

4. Yashaswi Institute for Skill Development (TATA Motors, Pimpri)

HR Supervisor *from:* January 2016 – August 2018

Roles and Responsibilities:

- Managed recruitment cycles for 250 female trainees under Tata Motors' gender diversity program.
- Conducted recruitment, selection, interviews, and placement of trainees to various departments and production lines.
- Handled employee grievances, provided counselling, and addressed issues regarding job descriptions.
- Managed time office activities, daily manpower reports, and salary processing data.
- Coordinated POSH training and awareness sessions for female trainees.

Education

- **MBA (HR)** – Pune University (2017–2019) | 63%
- **BSc in Biotechnology** – Pune University (2006–2009) | 71.86%
- **12th Science** – Nashik (2004–2006) | 61%
- **10th** – Nashik (2004) | 60%

Career Objective

To obtain a position in the HR department that allows me to utilize my communication, negotiation, and problem-solving skills while contributing to recruitment, policy implementation, and employee relations.

Date:

Place:

Sudarshana Bapu Wakchoure