

KOMAL SHISODE

HUMAN RESOURCE

CONTACT

- 7741926551
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- Pimpri Chinchwad, Pune

EDUCATION

Swami Ramanand Thirth
Marathwada, University

- Bachelor of Computer
Application (BCA)
- 61%

Swami Ramanand Thirth
Marathwada, University

- Master of Business
Administration (MBA - HR)
- 67%

SKILLS

- Talent Acquisition
- Onboarding
- Ability to understand Client
Requirement
- Employee Relations
- Training & Development
- Performance Management
- Conflict Resolution
- Organizational Skills
- Results orientation

LANGUAGES

- English
- Hindi
- Marathi

PROFILE

Accomplished HR Department director responsible for recruitment, employee relations, performance management & new employee orientation. Maintain employee records & including diversity recruitment & employee retention.

WORK EXPERIENCE

Trigon Enterprises

1 July 24 To 30 December 24

Human Resource Specialist

- Recruitment & Selection Process on the basis of requirements
- Create & Design job Descriptions with the help of Sr. Managers
- Manage documentation & Joining Formalities like Offer Letter & Joining Letter & Offboarding process including Clearance Procedures.
- Assist in identifying training needs & tracking employee training programs
- Addressing employee relations issues & Ensure compliance with conflict resolution procedures
- Marketing team incentive work & Audit work with the help of Sr. Manager
- Performance & Management
- Employee records up to date, Such as Sick Days, Holidays /Vacation leaves
- Conduct employee training & development Program, determine which product training is necessary

YourHR

16 October 23 To 29 June 24

Recruiter

- Understand Client requirement
- Posting job application on career Portals for technical & Non-technical job portals
- Screening & Selection as per requirements
- Conduct first level of interview
- Maintain recruitment activities through the company's tracking system, setting and achieving performance goals, and ensuring high-quality customer service for candidates.
- On boarding joining related formalities of new recruits
- Utilize Applicant Tracking Systems (ATS) to manage job postings, candidate pipelines, and the hiring process from application to onboarding.

Geniateq Pvt Ltd

5 April 23 To 17 August 23

Recruitment Internship

- Screening & Selection as per requirement.
- Posting job application on career portals for technical & Non - Technical job Portals - Naukri, LinkedIn, Job hai
- Create advertisements & job posting
- Scheduled & Confirm interview with candidates
- Follow up & Co - Ordinating for interview with clients/customer