

# Sanchi

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A highly motivated and results-driven professional with 2.9 years of experience in the field of HR in Recruitment, Onboarding and Employee Engagement with a proven track record of delivering high-quality results in diverse environments.

## Experience

OCT 2022 – DEC 2024

**Executive Talent Acquisition | Josh Software | Pune, Maharashtra**

- As a Recruiter, I was handling the entire Recruitment Life Cycle, right from working on job portals, posting job requisitions, screening, evaluating, shortlisting candidates until selection and onboarding.
- Identifying and shortlisting candidates through various Job Portals like Naukri, Indeed, LinkedIn, etc.
- Recruited talents for technologies like Java, Golang, RoR, ReactJs, React Native, Python and so on.
- Handled end-to-end Campus recruitment as well by representing Josh and hiring fresh talents from the top Engineering and MBA colleges of Pune and within India.
- Was responsible for conducting on-boarding of the new joiners.
- Managed the documentation process for new joiners, ensuring accurate and timely completion of all onboarding paperwork.
- Addition and removal of employee data in the Mediclaim system.
- Worked on payroll data for new joiners to provide to the payroll team.
- Worked on implementing various policies and procedures for our employees such as Rewards & Recognition Policy, Appraisal Cycles, Goal Setting and IDPs.
- Was responsible for our ATS Management for cost optimization and introducing new features.
- Was actively involved in the activities organized for our employees be it a Technical Event, Knowledge Sharing Sessions or Cultural Celebration either as a host, speaker, volunteer or participant.

JULY 2022 – OCT 2022

**HR Trainee | Josh Software | Pune, Maharashtra**

- Learned about the company's recruitment process.
- Worked on requirements like Golang and Python, closed Golang position.
- Represented Josh by presenting Pre-Placement Talk during Campus hirings.

OCT 2021 – FEB 2022

**HR Intern | Up Market Research | Pune, Maharashtra**

- Was responsible for handling end-to-end recruitment process.
- Conducted employee On-boarding and Off-boarding activities.
- Completed monthly Payroll processing for 60+ employees.
- Conducted Employee Engagement activities.
- Handled Employee Grievances.
- Worked on HR Software like GreytHR Portal.

## Skills

- Talent Acquisition and Talent Management
- Recruitment Planning
- Onboarding
- Orientation Planning
- ATS Proficient
- Employee Engagement
- Cross-functional Collaboration
- Data Driven Decision Making
- HR Policies
- Payroll Input

## Education

OCT 2022

**MBA | Suryadatta Institute of Management & Mass Communication | Pune, Maharashtra**

AUG 2020

**BBA | T. John College | Bengaluru, Karnataka**

## Activities and Achievements

- Volunteered for Google DevFest 2022.
- Hosted Rails Girls 2022.
- Volunteered for RubyConf and GopherCon 2023.
- Received 'Above & Beyond' award at Josh for volunteering in the Google DevFest 2022.
- Bagged 1st prize in HR Competition at National Level Techno Management Cultural Fest of Noble Group of Institutions, Bengaluru (Inter College Competition).

## Certifications

- Done a certification course in HR Analytics – using MS Excel in Human Resource Management by Udemy.
- Done a certification course in Labour Laws and Statutory Compliances by Udemy.
- Done a certification course in HR: Payroll Fundamentals by Udemy.
- Done various certification courses provided by LinkedIn such as:
  - HR as a Business Partner
  - Human Resources Foundation
  - Human Resources: Payroll