



CONTACT

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EDUCATION

- **2011:** MPM (Masters in Personnel Management) from Pune University.
- **2009:** B.Sc. from Pune University
- **2006:** Standard 12th from Maharashtra State Board
- **2004:** Standard 10th from Maharashtra State Board

TECHNICAL SKILLS

- Working knowledge in components of the Microsoft Office Package, Excel, Access, PowerPoint, Word & HRMS

CORE COMPETENCIES

- Employee Lifecycle Management
- Payroll and Benefits Administration
- Employee Relation
- Manpower Management (RMG)
- Performance Appraisal
- Expertise in HR Operations
- HR Data Management
- Event Management
- Employee Engagement & Welfare

Sneha Potdar

Senior HR Executive

PROFILE SUMMARY

- Senior HR Executive with **12+ years** of experience in managing end-to-end HR processes and employee lifecycle. Expertise in **onboarding and off boarding** processes.
- Proficient in handling **performance appraisals, payroll management, BGV.**
- Skilled in **organizing corporate events** and fostering a positive work culture through strategic event management.
- Strong knowledge of **employee data management systems** and maintaining HR records with accuracy and confidentiality. Adept at managing **employee relations, addressing grievances, and building a harmonious workplace environment.**
- Experienced in aligning HR practices with organizational goals to support business growth and employee satisfaction.

WORK EXPERIENCE

June 2014–ill date | Digital Group Infotech Private Limited, Pune | Sr. HR Executive.

Key Result Areas:

- **Employee Onboarding and Off boarding:** Managing end-to-end onboarding and off boarding to ensure a smooth transition, enhancing employee experience, and maintaining compliance with organizational policies and procedures.
- **Employee Data Management:** Maintaining HR records and databases with a focus on accuracy, confidentiality, and compliance. Generating reports and analyzed HR metrics to provide insights for management decision-making
- **Employee Relations:** Fostering a positive work environment by addressing employee concerns, managing grievances, and promoting open communication between employees and management.
- **Performance Appraisal:** Managing the end-to-end appraisal processes, maintain accurate documentation, tracking appraisal outcome, and generating salary revision letters.
- **Background Verification:** Managing background verification process for new hires, liaised with vendors, evaluating collected data, and addressed discrepancies or issues identified during background checks.
- **Payroll Management:** Collaborating with the accounts department to ensure accurate and timely payroll processing through submission of relevant employee data and compensation inputs
- **Event Management:** Coordinating and executed engaging company events, including reward and recognition programs, to boost employee morale, enhance team engagement, and create positive workplace experiences

SOFT SKILLS

- Team collaboration
- Adaptability
- Empathy
- Organizational skill
- Planner
- Decision making
- Interpersonal Skills
- Problem-solving
- Leadership
- Confidentiality
- Time-Management

PERSONAL DETAILS

- **Date of Birth:** 25 Sept,1988
- **Gender:** Female
- **Marital Status:** Married
- **Nationality:** Indian
- **Languages Known:** English, Hindi, Marathi,
- **Address:** Pune, India
- **Strengths:** Good team player, empathy. hard working, good grasping

May 2013 to June 2014 | Paysquare Consultancy Ltd. | Payroll Executive

Key Result Areas:

- Compile payroll information o Processing payroll as per pay logic
- Process full cycle end-to-end payrolls including accurate salary data entry, revised or changes in inputs, employee data maintenance and reconciliation of salary data and issues
- Ensures accurate payment to employees by managing payroll preparation
- Completing monthly reports on time as committed to clients
- Maintain filing of all data as per standard procedures o Maintaining files of all hard copies of input and reimbursements, IT declaration and actual investment proofs. At the end of the year, ensure all documents are binded properly and delivered to customer (except monthly payroll input)
- Manage statutory compliances for all client companies and co-ordinate the same
- with internal departments o Strictly adhere to all deadlines committed to clients
- Responsible to query resolution and ensure all queries are resolved. This includes queries through mail and issue base. Preparation of full and final settlements and ensure the same is checked Ensuring relevant payroll information is provided to other internal departments (eg. PF, PT, TDS etc)

November 2011 to December 2012 | M. B. Sugars & Pharmaceuticals Ltd.

(Nashik) | HR Assistant

Key Result Areas:

- **Recruitment:** Conducting resume screening based on job requirements and scheduled interviews.
- **Post-Recruitment Activities:** Preparing employment offers, tracked employee probation and confirmation, and maintained up-to-date employee records.
- **Performance Appraisal:** Supporting managers and team leads in executing the appraisal process, tracked and documented results, and generated salary revision letters.
- **MIS Reporting:** Preparing and submitted comprehensive monthly MIS reports.
- **Payroll Management:** Responsible for accurate inputs for payroll, including performance-based attendance, shift allowances, overtime, and allowances.
- **Attendance & Leave Management:** Maintaining and tracking employee attendance and leave records for payroll processing.
- **Exit Formalities:** Managing end-to-end exit processes, including clearance, full and final settlement, leave encashment, and analysis of exit interviews for management reporting.
- **Event Management:** Organizing company events and functions to foster employee engagement and a positive work environment.