



Kiran Shende

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Skill Highlights

- End To End Recruitment
- Sourcing, Screening, Interviewing
- Salary Negotiation & Calculation
- Offer Generation
- SAP – Success factor
- ATS Software
- Onboarding Process
- Vendor Management
- Campus Drives
- Advance Excel

Hiring Technology

IT – Java Developer, Front End Developer, Devops Engineer , Site Reliability Engineering, Software Tester, Web Developer, Android Developer, IOS Developer, Python Developer, Salesforce Developer, UI/UX Designer.

NON IT – Embedded C, Autosar, Supply Quality Engineer, Project Buyer, CAN/LIN Testing, Diagnostics, Hardware Designer Engineer, HIL Testing, ITNetwork Security, Software Architect, SharePoint developer, Network Security Engineer, Sales

Experienced and results-driven HR professional with extensive knowledge in end-to-end recruitment, employee engagement, and performance management. Proven ability to manage HR processes, including payroll administration, leave management, policy development, compliance oversight, and vendor management. Skilled in fostering a positive workplace culture and supporting employee development through effective training and development initiatives. Adept at ensuring compliance with labor laws and HR best practices while promoting a productive and harmonious work environment.

Experience

HR Executive- Pelican Telecom Pvt Ltd, FC Road Pune

- Led the full-cycle recruitment process, including job posting, candidate screening, interviewing, and onboarding new hires, ensuring optimal talent acquisition.
- Developed and implemented onboarding and induction programs to help new hires understand company culture, policies, and their job responsibilities.
- Facilitated employee training programs, designed development initiatives, and worked closely with department heads to assess skill gaps and performance improvement needs.
- Spearheaded employee engagement efforts through team-building activities, wellness programs, and recognition events, improving employee morale and retention rates.
- Managed all aspects of performance management, including goal setting, performance appraisals, feedback sessions, and career development planning.
- Administered payroll processes, ensuring timely and accurate salary disbursement, and handled all benefits-related queries.
- Effectively handled employee grievances, conducting investigations and mediating to resolve issues in a fair and timely manner.
- Maintained employee documentation and ensured compliance with company policies, labor laws, and regulatory standards.
- Collaborated with external vendors for services such as recruitment, training, and benefits management, ensuring the delivery of high-quality services.
- Coordinated leave and attendance management, maintaining accurate records, and reporting on trends to aid in resource planning and staffing.
- Developed and updated HR policies, ensuring they align with the latest legal standards and industry best practices.
- Conducted regular internal HR audits and prepared reports to identify gaps, improve processes, and ensure compliance.
- Supported housekeeping and facilities coordination, ensuring a clean and safe work environment for all employees.

HR Executive- Behr-Hella Thermocontrol, Bhosri Pune

19/04/2023 to 21/02/024

- Administered the recruitment process for multiple departments, from job description creation to candidate selection and offer negotiation.
- Managed employee induction and training programs, ensuring new hires understood their roles and company culture from day one.

Education

Master of Business Administrator:
Human Resource Management – RIMS,
Chandrapur 2018-2020
Bachelor of Engineering: Information
Technology - RCERT, Chandrapur
2013-2018
12th: Science SP College, Chandrapur
2011-2013
10th: Vidya Niketan Chandrapur
2011

Languages

- English
- Hindi
- Marathi

Certifications (Internship)

- HR Operations & SAP
- Naukri Maestro Recruiter
- Technical HR – Workfall

Hobbies

- Dancing
- Outdoor Games
- Cooking
- Travelling
- Crafting

Personal Details

Name: Kiran Prakash Shende
Permanent Address: Jununa Road Babupeth
Chandrapur, 442403
Current Location: Pune
Marital Status: Married
Nationality: Indian
Date of Birth: 08th May 1995
Contact no: 8329406140, 8956004788

Experience

- Assisted in creating and updating company policies to reflect legal changes and evolving business needs.
- Supported the performance management cycle, including assisting managers with appraisals, setting employee goals, and addressing performance issues.
- Coordinated attendance and leave management, ensuring compliance with internal policies and local labor laws.
- Delivered employee benefits administration, including managing health insurance enrollment, retirement plans, and wellness programs.
- Handled payroll administration, including deductions, bonuses, and tax filings, in collaboration with finance teams.
- Addressed and resolved employee concerns, mediating disputes and maintaining a harmonious work environment.
- Ensured timely and accurate documentation and record-keeping for all HR-related matters, following legal and regulatory requirements.

IT Recruiter - Bajaj Markets (On Contract) Kalyani nagar, Pune
09/05/2022 to 18/04/23

- Participants in full End to End recruitment Life cycle.
- Taking the requirements from hiring managers and Preparing JD's as per the requirements.
- Sourcing, screening, Interview scheduling.
- Coordinating with vendors for requirements.
- Salary negotiation and Offer Generation.
- Following with HRPB team for relocation process.
- Maintaining candidate data in Excel sheet.
- Arranging monthly drives for F2F and virtual interviews.
- Following with HRBP team for relocation process.
- Employee onboarding, documentation and Issuing ID cards for new joiners.
- Following with IT Team for the employee Assets.
- Following with vendor for background check and medical checkups.
- Discussion with team for employee performance.

HR Executive – Sunex Tube Tools Sanaswadi, Pune
04/06/2020 to 06/05/2022

- Participated in the full recruiting lifecycle with end to end recruitment.
- Salary Negotiation, Offer Generation and welcome Mail.
- Client management, vendor management, customer management.
- Handling onboarding & documentation process of new joiners.
- Initiating relocation process.
- Maintaining and managing employee data in excel sheets.
- Attendance and Leave management.
- Arranging festival celebration, gift distribution & fun activity.
- Initiating background verification for new joiners.
- Issuing ID cards for new joiners.
- Clearance & Experience Letter sharing with exit formalities.
- Following with finance team for payroll checking.
- Invoice and Statutory compliance & Po cost.
- Discussion with team for employee performance