

Snehal Nandgaonkar

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EDUCATION

- **HSC (State Board of Maharashtra)** – Govindrao Nikam College Sawarde (2024 – Appeared)
- **COPA (Government Industrial Training Institute Ratnagiri)** – 72.25% (2017 – 2018)
- **SSC (Maharashtra State Board)** – Govindrao Nikam School Sawarde – 77.40% (2016 – 2017)

Professional Summary

Detail-oriented and highly motivated with a year of experience as an HR Apprentice and 8 months as an HR Trainee at Emerson Process Management India Pvt. Ltd. Skilled in recruitment, employee support, EPFO, payroll assistance, and HR policies. Proven track record of maintaining employee records with 100% accuracy and timeliness.

HR Trainee

Emerson Process Management India Pvt. Ltd.

June 2023 – Present

- **Employee Management:** Managed recruitment, onboarding, offboarding, and maintenance of employee personal files (physical and online). Prepared necessary letters including confirmation, experience/relieving, and Bonafide.
- **Employee Support:** Handled daily attendance, leave management, annual leave policies, and employee assistance for Mediclaim, gratuity, and superannuation claims.
- **EPFO Management:** Prepared and submitted required documents for EPFO, resolved scrutiny issues on the EPFO portal, and assisted employees in navigating the process.
- **Engagement & Activities:** Support to Organize employee events, conducted training sessions on HR policies, and managed quarterly business communications for upcoming challenges and projects.
- **Payroll Assistance:** Assisted in payroll disbursement for 1000+ employees, ensuring accuracy and timeliness.
- **Candidate Sourcing:** Sourced candidates from different job portals.

Key Achievement:

Maintained 100% accuracy in employee record updates and ensured timely scheduling for new hires and employee Separation.

Skills & Expertise:

- **Employee Management:** Recruitment, Onboarding, Offboarding, HR Letters, Employee Records
- **Employee Support:** Attendance, Leave Management, Mediclaim, Gratuity, Superannuation
- **EPFO Management:** Documentation, Scrutiny Issues, Employee Assistance
- **Payroll Assistance:** Payroll Disbursement, Record Maintenance
- **HR Activities:** Employee Engagement, Policy Training, Event Organization
- **Software:** MS Office, Ascent, Ceridian-Dayforce

Certifications

- MS-CIT
- Advanced Excel
- PowerPoint Presentation

Languages: Marathi, English, Hindi

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Pune

Miss. Snehal Nandgaonkar