

RESUME

Sadhana Surendra Jagdale

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Address:

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Flat no. 12, Dhone Nahar Heights,
Sukhsagar Nagar, Kartaj, Pune - 411046,
Maharashtra, India.

Date of Birth: October 01, 1985

Objective

Seeking a career with an organization that will permit me to use and contribute my abilities in the HR Department while enhancing my knowledge and contributing to its growth through committed and high-quality work.

Educational Qualifications

Exam	Institute	Board/University	Year of Passing	Class
Master of Personnel Management (MPM)	IMSSR, Sadashiv Peth, Pune	Pune University	May 2010	Second Class
Bachelor of Commerce	SNDT Arts And Commerce Women College, Pune	SNDT University	May 2006	Higher Second Class
H.S.C	SNDT Arts And Commerce Women College, Pune	SNDT University	Feb 2003	First Class
S.S.C	Kai. Sau. L. R. Shinde High School, Pune	Maharashtra Board	March 2001	First Class

Career Profile

11+ years of experience in HR and Administration, including:

- General Administration
- HR Policies & Planning

- Grievance Resolution
- Recruitment & Training Planning
- Statutory Compliance
- Performance Appraisals & Employee Relations

Work Experience

Employer	Designation	Department	Tenure	Responsibilities
Planedge Consultants Pvt. Ltd.	Sr. Executive HR	Human Asset	Jan 2021 – Present	<ul style="list-style-type: none"> • HRMS implementation (KEKA) for 400+ employees • Recruitment and employee engagement • Performance Improvement Plans • Training programs for all levels • Managed payroll and benefits • Employee data management
Ctrine Engineering Pvt. Ltd.	Sr. Executive HR & Admin	HR & Admin	Jan 2017 – June 2020	<ul style="list-style-type: none"> • Recruitment and attendance management • HR policy preparation • Payroll processing for 50+ employees • Statutory compliance • Performance appraisal system implementation • Exit formalities and administration support
Indotech Industrial Solutions Pvt. Ltd.	HR & Admin Executive	HR	May 2016 – Jan 2017	<ul style="list-style-type: none"> • Recruitment planning • Candidate onboarding • Employee performance tracking • General administration
Om Management Consultants	Senior HR Executive	HR	Dec 2012 – Dec 2015	<ul style="list-style-type: none"> • Payroll and statutory compliance • Recruitment and induction • Contract labor management • HR initiatives and employee engagement
Jagtap Horticulture Pvt. Ltd.	Payroll & Admin Executive	HR	Jan 2012 – Dec 2012	<ul style="list-style-type: none"> • Salary administration • Leave and attendance tracking • Statutory compliance
Poduval Infrastructure (India) Pvt. Ltd.	HR Admin Executive	HR	Jul 2010 – Dec 2011	<ul style="list-style-type: none"> • Administration planning • Vendor coordination • Leave and salary management

Professional Strengths

- HR Policies & Compliance Management
 - Employee Engagement and Training Programs
 - Recruitment, Compensation & Benefits
 - Time Management and Conflict Resolution
 - Problem Solving and Grievance Handling
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Computer Skills

- MS Office: Word, Excel, PowerPoint, Outlook
 - Operating Systems: Windows 10
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Personal Details

- **Sex:** Female
 - **Marital Status:** Married
 - **Husband's Name:** Surendra Jagdale
 - **Nationality:** Indian
 - **Languages Known:** English, Hindi, Marathi
 - **Hobbies:** Traveling, Listening to music
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Strengths

Effective planner, Team player, Positive attitude, Good analytical skills.

Compensation Details

- **Current CTC:** ₹5,50,000/-
 - **Expected CTC:** ₹8,00,000/-
 - **Notice Period:** 2 months
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Declaration

I hereby declare that the above information is true to the best of my knowledge and belief.

Sadhana S. Jagdale