

# Ashwini Dumbre

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## Summary

Dedicated Human Resources executive with recruiting and interviewing experience. Friendly personality deescalates tension and manages conflict situations effectively. Develops powerful training systems to boost newly hired employee performance.

## Skills

- Recruitment Strategies
- Job Portal Handling
- Screening and Interviewing
- Payroll coordination
- Employee Engagement & Appraisals
- Labor negotiations
- Compliances Activities Like PF, ESIC, eTDS, PT, LWF
- Performance Management System
- Learning Management System
- Learning and development
- Training and development
- Grievance handling
- Leave Management

## Experience

05/2024 - 07/2024

Human Resources Executive, **Innovative Techhub Pvt Ltd**, Pune, India

- Resourcing, screening and short listing resumes through various job portals (e.g. social media, Naukri.com, LinkedIn etc.) or else internal reference.
- Advertise job openings on company's careers page, social media, job boards and internally
- Craft recruiting emails to attract passive candidates ,Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person) Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation. Design and update job description
- Employee Joining formalities, Issuing Offer Letter, Appointment Letter, Experience Letter, KRA-KPI Activity, Maintaining employee master and record, Grievance handling.

10/2022 - 04/2024

Admin Executive-LMS-TDM, **ExcelR Edutech Pvt Ltd**, Pune, India

- Leverage the LMS to provide management and delivery of learning activities using leading adult learning practices.
- Managing Recruitment, Proficiency in learning management systems (LMS) and e-learning authoring tools.
- Scheduling and arranging training while coordinating with external trainers and training programs. Identification of training needs and nominating candidates for training.
- Capability to review HR policies and training effectiveness, analyze data related to performance assessments, and prepare reports for management review.
- Maintaining physical and digital personnel records like employee contracts and PTO request ,Gather payroll data link bank accounts and working days.
- Understands learning concepts and can suggest and apply best practices within the organization.
- Contributes to completion of learning programs or projects that impact internal employee, Solved unresolved customer issues.

- Maintain the Cornerstone Learning and Connect environments.
- Experience in conducting performance assessments, setting Key Result Areas (KRAs) and Key Performance Indicators (KPIs), and providing feedback to employees.
- Employee Joining formalities, Issuing Offer Letter, Appointment Letter, Experience Letter, KRA-KPI Activity, Maintaining employee master and record, Grievance handling.
- Develop and execute comprehensive onboarding program. Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

06/2021 - 11/2021

Human Resources Trainee, **IDBI Bank**, Mumbai, India

- Performed administrative tasks including filing of employee records and responding to inquiries from management or employees.
- Evaluated applications received during recruitment drives against predetermined criteria before forwarding suitable candidates' details onto hiring managers.
- Assisted in developing recruitment strategies for various job postings.
- Maintained a database of employee information such as contact details, qualifications, skillsets and certifications.
- Provided support to senior HR staff in preparing documents such as contracts, offer letters and job descriptions.
- Coordinated the onboarding process for new hires including background checks, drug screenings and other pre-employment requirements.
- Created training materials for new hires on company policies and procedures.
- Assisted with payroll processing by ensuring accurate calculation of wages, overtime pay and deductions.
- Conducted new employee orientation sessions to familiarize them with the organization's policies and procedures.
- Developed and maintained training materials and benefits packets for new hires.
- Reviewed and processed payroll-related actions to drive data accuracy and comply with company policy and federal and state regulations.

## Education And Training

**2022**

**MBA**, Human Resources Management

**NBN Sinhgad Technical Institutes Campus**, Pune

**2019**

**Bachelor Of Science**, Computer Science

**B.K. Birla College Of Arts, Science & Commerce**, Mumbai

## Languages

**Marathi:** First Language

**English:**

C1

Advanced (C1)

**Hindi:**

C1

Advanced (C1)

## Certifications

- Human Resources Management Certification
- TCSiON Certification
- MSCIT

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## ***Activities And Honors***

- Compensation Management System
- Online Mobile Shopping
- Society Management System
- Online Free course on Payroll and Statutory Compliance.

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## ***Interest***

- Learning
- Visit New Place
- Cooking