

DEEPALI PAIKRAO

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PROFILE SUMMARY

- A goal-oriented budding professional with MBA in HR and over 3 years of experience in Recruitment and Human Resource activities.
- Experience in general HR, administrative activities, policy implementation and Statutory Compliances.
- Expertise in interacting with all business stakeholders and vendors.
- Organizing and coordinating the interview and Induction program for candidates/new joiners.
- Zeal to learn continuously with an innovative approach and positive attitude.
- Experience in resolution of employee grievances and employee engagement activities.
- My career objective is to earn a job that offers a great work culture for individuals to succeed in an environment of excellence that provides job satisfaction.

ORGANISATIONAL EXPERIENCE

April' 23 – Present Basil Décor & Howl India| Pune, Maharashtra

HR Executive

Key Result Areas:

- Posting various job openings on Portals, Advertisement through Canva posting and LinkedIn Posting.
- IT and Non-IT Recruitment.
- Manage the entire process of Induction, Orientation and Onboarding i.e. carry out Joining formalities.
- Do final offer discussion with selected incumbents & manage issuing and rolling out various employment certificates like Offer Letter, Relieving Letter, Experience Letter.
- Handling Leave record and Attendance system of employees.
- HR Policy development and documentation in-line with the company's work culture and vision.
- Preparing Job descriptions and sourcing the candidate through (Naukri, LinkedIn).
- Approaching colleges/Institutes for walk-in drives.
- Oversee daily operations of the HR department.
- Manage employee grievances and ensure quick redressal.
- Responsible for planning and carrying out Employee engagement activities.
- Experience in handling and conducting Employee Background Check.
- Assist with payroll processing and leave management.

PREVIOUS EXPERIENCE

Sept' 22 – March' 23 ManpowerGroup Services India Pvt Ltd| Pune, Maharashtra

Associate Consultant-Talent Acquisition

Key Responsibilities:

- Responsible for the end-to-end recruitment process.
- Handling a Lateral hiring/Leadership hiring/Head Hunting/ Campus Recruitment/IT and Non-IT Recruitment)
- Approaching colleges/Institutes for walk-in drives.
- Screening the candidates from various Job Portals and conducting initial telephonic interviews.
- Short listing suitable candidates as per the eligibility criteria and other fitment check as per client's requirement.
- Continuous follow up with the shortlisted candidates and responsible for candidate line up.
- Handling Team to meet the recruitment requirement & targets.
- Maintaining MIS for the interviewed candidates.
- Rigorous follow up with the selected candidates and facilitate their documentation and other selection formalities.
- Constantly be in the loop of the candidate's current status and keep them on track till joining.

Clients: Hiring for IT and Non IT - (Accenture, Adagrad AI, Atos, Berger Paints)

PREVIOUS EXPERIENCE

Jan' 21 – Jan' 22 **Star Asia Pacific| Surat, Gujarat**
HR Admin

Key Responsibilities:

- End to end recruitment.
- Source and screen potential candidates.
- Handling Selection and joining formalities.
- HR Admin and Documentation.
- Maintaining HR Records.
- Job Posting and advertising.

ACADEMIC DETAILS

- **MBA (HR)** -SKN Sinhgad Institute, Pune University, **2021-2023**
- **BBA**- College of Management and Computer Science, Amravati University, **2017-2020**
- **HSC** -Syed Latif Junior College, **2016-2017**
- **SSC** -Jawaharlal Darda English Medium School and Junior College **2014-2015**

ADDITIONAL CERTIFICATIONS

- Advanced Excel
- GTT Training
- TCS Career Edge

SKILLS

- Reliable professional
- Organized
- Team player
- Leadership
- Strategic Planning
- Decision making

PERSONAL DETAILS

Date of Birth: 15-05-1998
Marital Status: Unmarried
Languages Known: English, Hindi, Marathi
Address: Shastri Nagar, Pune

DECLARATION

I, hereby declare that the above-mentioned information is true to the best of my knowledge.

Date:

Deepali Paikrao