

Sneha Garad

MBA HR

Email: snehabgarad@gmail.com

Mobile: +919420948408, +918788210945

Career Objective :

Seeking forward to work with the dynamic organization that would help me in enhancing my skills and knowledge for achieving the Goals & Objectives of the company.

Core Competencies :

HRM Process &
Operations Office
Administration

Payroll & HR MIS
Employee Relations

Leave and Attendance
Training & Development

Academics :

- ☐ **MBA in Human Resource Management** from Institute of Business Management & Research, Pune-57, University Of Pune.
- ☐ **B.Sc - Agri** from College of Agriculture, Kolhapur from Mahatma Phule Krishi Vidyapeeth, Rahuri.

Work Experience :

Company : Ashvee Electricals, Pune
Designation : Assistant – HR
Reporting : Manager HR
Duration : July 2012 to July 2015

Company : Genesis HR Services, Pune
Designation : HR - Recruiter
Reporting : Manager - Recruitment
Duration : Feb 2016 to Jan 2017

Company : Trimurti Agro Care, Baramati
Designation : Assistant Manager - HR
Reporting : Manager - HR
Duration : June 2020 to Feb 2022

❖ **Payroll Software Used : Tej Payroll Software**

Company : SAJ Electronics Pvt Ltd.
Designation : HR-Officer
Reporting : Head - Operations
Duration : March 2022 to Till Date

❖ **Current Payroll Software : GreytHR Payroll Software**

Job Responsibilities :

HR Management :

- ☐ Working as an HR-Officer.
- ☐ Follow up recruitment process.
- ☐ Tools & mediums used for candidates search: Newspaper, Internet, Placement & References.
- ☐ Identifying desirable profiles to suit the requirements
- ☐ Short listing resumes & forwarding to respective managers within the time scale.
- ☐ Line up interview scheduled & issuing interviews call letters to the candidates.
- ☐ Handling new joining formalities.
- ☐ Induction for all the new hires.
- ☐ Ensuring smooth on boarding process & making new hire familiar with the organizational goals and objectives.
- ☐ Background varification of the new joiners.
- ☐ Issuing letters for Offer, Appointment, Service, Relieving, Transfer, Increment etc.
- ☐ Prepare daily attendance report (Manpower Report)
- ☐ Prepare Monthly Attendance Report for Payroll process.
- ☐ Attendance & leave management through internal portal.
- ☐ Ensure timely processing of payroll.
- ☐ Currently I am using Greyt HR Payroll Software for Salary processing.
- ☐ Statutory compliances : Ensure various compliances to human resource function. PF, ESIC, Bonus, gratuity, PTax, should be managed in timely manner with the respective vendor.
- ☐ Calculating TDS.
- ☐ Handling documentation (Personnel Files, Various Reports, Joining Forms, and Facility Forms
- ☐ Maintaining & updating employee's data in system.
- ☐ Maintaining employees leave records / Personal records / Muster.
- ☐ Handling day to day employee's grievances & try to resolve earliest.
- ☐ Look After Contract Labours Attendance, Bills & Handling their Manpower Issues.
- ☐ Maintaining Books as per factory act 1948.

Office Administration :

- ☐ Co-ordinating with the front office executive, security and other office assistants for smooth flow of day-today activities.
- ☐ Timely clearance of bills for office and other payments, petty cash handling.
- ☐ Supervision of housekeeping and maintenance activities.
- ☐ Maintaining the files of all employees.
- ☐ Implementing new practices & policies,

Project :

MBA : Evaluation of Training & Development Programs - Sanghvi Quality Product Pvt Ltd, Barshi.

The primary objective of this project is to study the importance of Training & Development in an organization. To study the effect of training for the skill development of employees. Also to study the employees view towards training programmes & effect of training on their overall development. Training & development is an integral part of human resource management, which automatically updates the personnel records and helps to enhance the skill of the employees.

Training plays a vital role in achieving the ultimate goals of the organization.

B.Sc. (Agri) : “RAWE Project (Rural Agricultural Work Experience)”

A six month RAWE project i.e. Rural Agricultural Work Experience Project have done in village Shiroli in Kolhapur District.

Computer Proficiency :

- ☐ MS CIT
- ☐ Microsoft Office – Outlook, Word, Excel, PowerPoint etc.

Hobbies :

- ☐ Reading
- ☐ Listening Music

Personal Information :

- ☐ Name : **Sneha Bhagwat Garad**
- ☐ Date of Birth : 28th August 1987
- ☐ Marital : Single
Status
- ☐ P/M Address : 809, Bedrai Galli, Kasba Peth, Barshi-413411, Dist. - Solapur.
- ☐ Current Adds : Sai Nagar, Near Salve Garden, Kondhwa Budruk, Pune.

Date:

Place

Sneha B. Garad