

VAISHALI C. JOSHI

HUMAN RESOURCE MANAGEMENT

CONTACT

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SKILLS

- Strong communication and interpersonal skills.
- Problem solving and conflict resolution abilities.
- Proficiency in MS-office and HR management software ERP.
- Attention to detail and organizational skills.

LANGUAGES

- English
- Marathi
- Hindi

PROJECTS

- A Project Report on A study of Recruitment & Selection process.
- A Project Report on A study of Training & Development.

CERTIFICATIONS

- Tareeqa Global Solution: Certificate of HR Professional

PERSONAL DETAILS

- Date of Birth: 05th November, 1998
- Nationality: Indian
- Marital status: Single
- Gender: Female

PROFILE

Experience in optimizing HR functions to foster a positive work environment and support organizational goals. Skilled in managing end-to-end recruitment processes, including talent sourcing, interviewing, and onboarding, ensuring the selection of top-tier candidates. Proven expertise in enhancing employee relations by promoting engagement, resolving conflicts, and maintaining a harmonious workplace culture, while ensuring compliance with labor laws and organizational policies. Committed to implementing innovative HR strategies that support employee well-being, career development, and overall company success.

WORK EXPERIENCE

KBP CIVIL ENGINEERING SERVICES 27th July 2023 - 11th Jan 2025

HR Executive

- Talent Sourcing & Candidate Screening
- Employee lifecycle management
- Candidate Sourcing & Shortlisting
- Interview Management & Candidate Evaluation
- Recruitment Process Enhancement
- Team Collaboration & Meeting Facilitation
- Performance management

EDUCATION

- Vidya Niketan English Medium School (Savitribai Phule University)
- (2014) Passed S.S.C Board with 63.00 %
- Sinhgad College of Science, Vadgaon bk (Savitribai Phule University)
- (2016) Passed H.S.C Board with 55.00 %
- Sinhgad College of Science, Vadgaon bk (Savitribai Phule University)
- (2020) Passed Bachelor of commerce degree with 60.00 %
- Rajgad Institute of Management, R & D (Savitribai Phule University)
- (2024) Passed Master of Business Administration with 66.37 %