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📍 Nashik, India 422001

EDUCATION

Masters of Business Management
Bangalore University
2021 -2023

Bachelors of Business Management
Sandip University
2017-2020

EXPERTISE

Human Resource Management
Systems (HRMS)
Human Capital Management
Technical Liaison and Support
Enterprise-Level Application
Data Management
System Testing and Implementation
Communication and Collaboration
Analytical and Problem-Solving Skills

Internships

10th March, 2023 to 01st June, 2023
Planet Spark, Gurgaon
Recruiting

15th Dec, 2022 to 15th Feb, 2023
Dessan Tex Fab Pvt Ltd Industries, Dhule
Human Resource Management

LANGUAGE

English
Hindi
Marathi
German (Beginner)

SHREYA BHAVSAR

Human Resource Specialist

ABOUT ME

"Dynamic HR professional with an MBA in Human Resources and hands-on experience as an HR Executive at Mage Marketer & Happy60plus and a Recruiting Intern at Planet Spark. Skilled in Human Resource Management Systems and Human Capital Management, with proven expertise in payroll, recruitment, employee engagement, and policy development. Known for strong communication, technical liaison, and analytical problem-solving abilities, and adept at supporting enterprise-level applications and implementing HR systems effectively."

WORK EXPERIENCE

○ Mage Marketer, Pune - 26th August, 2024 to till date
HR Executive

- Managed end-to-end payroll processing, ensuring accuracy and timely payments.
- Administered salary and wage calculations, including overtime and deductions.
- Developed and implemented company policies, including Code of Conduct, enhancing workplace culture and compliance.
- Led recruitment and selection processes, attracting qualified candidates for various roles.
- Effectively sourced and screened candidates using platforms like Naukri.com, LinkedIn, Glassdoor, and Shine.com.
- Oversaw organizational management initiatives to streamline HR operations and support business objectives.

○ Happy60plus, Bangalore - 02nd Jan, 24 to 28th June, 24
HR Executive

- Supported HR Manager in payroll and salary wage management, ensuring timely and accurate processing.
- Conducted end-to-end recruitment, including screening, shortlisting, and coordinating interviews.
- Organized and led employee engagement activities to foster a positive workplace environment.
- Assisted in managing employee records and documentation, maintaining compliance with HR policies.

○ Synergy Marketer - 06th March, 21 to 21st Dec, 21
HR & Admin Executive

- Managed employee attendance, and benefits administration to ensure accurate and timely processing.
- Oversaw activities like screening, scheduling interviews, and onboarding new hires to align with organizational goals.
- Provided administrative support, including document management, office supplies procurement, and facility maintenance coordination.

CERTIFICATION COURSES

- Diploma in Human Resource Management, Udmey 2023
- Diploma in Labour Laws & Statutory Compliances for Hr, Udmey 2023
- Human Resource management, Great Learning 2023
- Advance Excel Workshop, 2022