

SavitriBansode

@: savitrilahubansode@gmail.com

#: (+91) 7709994433

SKILL SETS AND ATTRIBUTES

Recruitment	Niche Skill Set Hiring	Conducting Interviews
Sourcing	Pre-Joining formalities	Salary Negotiation
Training & Development	Vendor Management	Induction

PROFILE SUMMARY

Handling end-to-end Recruitment cycle for Trainee to Sr. Level position in all Departments as per the requirement of management within TAT.

Sourcing through Naukri.Com Portal, LinkedIn, workindia, Expercia, Placement Consultancies, and Employee reference.

Interview coordination with HOD's timely closure of positions Prepare offer letter after selection and get in touch with candidate till joining.

Complete six and three month review of new joiner.

Maintain Personal files of all New Joiners, ensuring submission of all the desired documents as per the policy, coordinating with bank executive for creating Corporate Salary accounts of new Joiners by providing all the necessary details to the concerned person.

Induction planning for new joiners - making the necessary arrangements for the Orientation session / Induction and ensuring the New Joiners attends these sessions.

WORK EXPERIENCE

Avians Innovation Technology Pvt Ltd. | May 2023 – Till
date Roles & Responsibilities:

ATTENDANCE & PAYROLL

- Responsible for attendance for daily attendance report generation
- Monthly attendance
- Leave report
- Hand on experience of working on greythr portal.
- Processing the salary, checking the P.F., P.T., & other Deductions. Documentation of all Payroll records, sending the salary statement for bank transfer.

RECRUITMENT

SavitriBansode

- Responsible for End-to-End recruitment process for hiring candidates at analyst and Senior Analyst level.
- Sourcing candidates through job portals, social media, candidate's references, employee referral and networking.
- Requirement Understanding - Meeting & interacting with the Business Managers to discuss various parameters and timelines to understand the requirements and to improve the hiring processes.
- Proficient in screening and short listing the candidates according to their responses.
- Scheduling & coordinating the interview between Candidate & Business Managers.
- Taking feedback after interview, following up with candidates; submitting daily, weekly and monthly reports promptly.
- Stakeholder Management- Working closely with Hiring Managers/Project Managers, providing weekly hiring updates.
- Collecting relevant documents from the candidates for initiating the offer process.
- Candidate engagement - Periodic follow ups with offered candidates to ensure candidates are on track.
- Coordinating with the candidate and the travel team for travel and accommodation and explaining the new joiner about relocation benefits and the company policies.
- Training & development program for fresher and Experience employee.
- Onboarding of new joining employees.

Profiles handled:

Non IT – Senior Account Executive, Sales Manager, Design Engineer, Costing Engineer, Production Engineer, Direct Sales executive, Production supervisor, Team lead Costing, commercial Executive, Project engineer, Design Head.

QuattroMortgageSolutions.(13thSeptember–22ndJanuary2023)
WIPRO LTD. (05thAug' 19 – 1st September 2021)
BHARATI AIRTEL (19 Dec 2017 – 19th July 2019)

ACADEMICS

- MBA – (Finance and HR) – Pune university –2023
- B.com – Pune university – 2017
- HSC – Maharashtra Board – 2014
- SSC - Maharashtra Board - 2012

PERSONAL SKILLS

- Comprehensive problem-solving abilities.
- Good communication skills.
- Like to do creative things.
- Like to learn new things.
- Self learner.

PERSONAL PARTICULARS

Full Name : Savitri Lahu Bansode

Date of Birth : : 02 – DECEMBER – 1996

Marital Status : Married

Contact Number : 7709994433

Language Known : English, Hindi, Marathi

Permanent Address : Flat No. G -5, Monika building D wing, Pimprigaon Pune. -411017.