

# Snehal Khade

📞 9689754956 @ snehalkhade33@gmail.com  
🌐 <https://www.linkedin.com/in/snehal-khade-548b33150>  
📍 A/P – Islampur, Tal. – Walwa, Dist. – Sangli

## KEYSKILLS

- 💎 Recruitment (Job portals)
- 💎 Joining Formalities (onboarding)
- 💎 Leave Management
- 💎 Compliance Management - PF, ESIC, LWF, Professional tax, Bonus to Gratuity, Payroll CTC structure, PMS
- 💎 Exit formalities, HR Audit Greyt HR Software, Excel MIS Report

## TECHNICAL AND SOFT SKILLS

- 💎 Expertise in software, microsoft word, excel and powerpoint
- 💎 presentation and public speaking skills
- 💎 excellent written and oral communication skills
- 💎 good understanding with job portal/website
- 💎 good time management and planning skills

## COURSES

INTERNATIONAL INSTITUTE OF PROFESSIONAL COURSES, PUNE - HR EXECUTIVE

## SUMMARY

As an enthusiastic HR professional, I am eager to enhance my experience in HR operations. With skills in employee performance evaluation and a strong ability to collaborate effectively, I strive to provide exceptional HR service. My goal is to secure a position as an HR Executive where I can apply and further develop my communication and problem-solving abilities in various HR functions.

## EDUCATION

### MBA (HR)

#### Bharati Vidyapeeth Pune

- 2023
- 9.76 CGPA

### BBA

#### Shivaji University Kolhapur

- 2020
- 68.42%

### HSC

#### Kolhapur Board

- 2017
- 68.15%

### SSC

#### Kolhapur Board

- 2015
- 87.20%

## CERTIFICATION

### Infosys Soft Skill Training Program

Certified completion of a 15 days Infosys soft skill training program.

### Professional Skill Development

Certification in professional skill development.

### Fundamental of Computer

Basic computer skills certification.

### Microsoft Office Specialist for Office Excel 2013

Certification demonstrating proficiency in Excel 2013.

### Tally. ERP 9

Proficiency in accounting software Tally.

### MS-CIT

Certification in computer literacy.

## PERSONAL DETAILS

Name : Snehal Ashok Khade

Date of Birth : 05/04/1999

## PROJECT

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### **A Study on Effectiveness of Training and Development**

This study gives an outlook on how effective is the training and development programs are conducted at company and how it helps the employees to update their skills and perform well at the company.

- Studied the concept of training and development.
- Analyzed how training and development programs are undertaken in the organization.

## INTERESTS

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💎 HR Executive

💎 HR Admin

💎 Talent Acquisition

## PERSONAL DETAILS

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Gender : Female

Marital Status : Single

Languages :English, Hindi, Marathi

## DECLARATION

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I do here by confirm that the information mentioned above is true to the best of my knowledge and belief.