

HARSHALA BANSOD

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Carrier Objective

In quest of career enrichment opportunities in Human Resources Management with an organization of high repute

Professional Summation

- Having 1.2 years of work experience in recruitment with Sapwood Venture.
- A dynamic professional with 2.5+ years of rich experience in Finance, Accounting, Customer Relationship Management.
- Worked with Canan Enterprises (Authorized dealer for KONICA MINOLTA BUSINESS SOLUTION INDIA PVT.LTD.) as a Finance Associate.
- Proficiency in enhancing the process operations, thereby achieving the required target.
- Excellent relationship management & interpersonal skills with strong problem solving & organizational abilities.

Core Competencies

- Experience in Recruitment & Search, HR Screening, Manager level hiring, Management, Client Servicing
- Expertise in handling both technical and non technical recruitments.
- Reconcile transactions by comparing and correcting data
- Present analytics to support sales team
- Write and maintain functional specifications on database enhancements, reports, business processes and system processes using ERP.
- Assist Regional Manager in review and development of targets and annual budgets
- Prepare monthly consolidated and regional financial analyses
- Provide information to management by assembling and summarizing data; preparing reports; making presentations of findings, analyses, and recommendations
- Prepare monthly deferred revenue schedules
- Perform strategic and scenario analysis to determine present and future financial performance
- Provide user support and maintenance during annual budget cycle and quarterly forecast cycles.

Scholastics

2012 : MBA (Finance) from Amravati University with 63%
2008 : BE (Computer Science) from Amravati University with 65 %
2004 : HSC from Amravati University with 72%
2002 : SSC from Amravati University with 67.20%

Technical Skill

Technical Skills : C, C++, Java, DBMS, SQL
Fundamental Skills : Ms office, Ms Word, Ms Excel
Operating Systems : Windows98/XP Windows/7/Windows10

Employment Recital

- **Sapwood Ventures Private Limited, Mumbai** (Feb 2022- Present)
Sr. Consultant- Recruitment & Client Relationship

Key Responsibility:

- Pre - Recruitment Process.
- Recruitment of IT, Non IT Professionals.
- Responsible for the entire recruitment cycle.
- Sourcing Candidates using different sources like Headhunting, Job Portals, Internal Database and References.
- Profiles screening, initial telephonic screening, scheduling interviews, coordination and follow up till offer and joining.
- Advertise jobs on the portals like Naukri, Linked In, Monster and Times Job.
- Short listing the candidates matching the requirement.
- Scheduling Interviews of shortlisted candidates.
- Coordinating with clients in scheduling the Interviews.
- Interacting with clients & candidates.
- Regular follow up with clients for the feedback and for candidates offer and general reference checks of the selected candidates.
- Carrying out Senior, Middle & Junior level search assignments for different clients starting from sourcing, screening and negotiating offers.

- **Canan Enterprises** (Jan 2013- Dec 2015)
(Authorized dealer for KONICA MINOLTA BUSINESS SOLUTION INDIA PVT.LTD.)
Financial Associate

Key Achievements:

- Setting up of financial securities and reconciliation reports, preparation of reports using MS excel, auditing regularly them in the system.
- Reconcile transactions by comparing and correcting data.
- Maintains database by entering, verifying and backing up data.
- Recommends action by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
- Increase productivity by developing automated accounting applications; coordinating information requirements.
- Protects operations by keeping financial information confidential.
- Maintain technical knowledge by attending educational workshops; reviewing publications.
- Contribute to team effort by accomplishing related results as needed.
- MIS report preparation for monthly basis.

Achievements

- Received “New Joiner Award 2013” for Q4.
- Received appreciation from the Client for performing exceptionally and delivering quality work in limited period of time.
- Special Appreciation received from MD for making innovative project work through periscope principle for inspection.

Personal Dossier

Date of Birth : 19th December 1986
Marital Status : Married
Languages Known : English, Hindi and Marathi
Present Address : F-1005,Green City,Satav Nagar, Hadapsar, Pune-28