

Sapna Choudhary

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Results-driven and strategic Business HR professional with a proven track record of driving organizational success through innovative HR initiatives. Offering overall two plus years of experience in employee life cycle and organizational development. Responsible for implementing HR strategies with business objectives to optimize workforce performance and foster a positive work culture.

Skills:

- Employee Relations and Conflict Resolution
- HR Policy Development and Compliance
- Performance Management
- Organizational Development
- Change Management
- Employee Engagement and Retention

Education:

Pillai institute of management studies: MBA (2019)

EXPERIENCE

Senior Executive -BHR

Quattro Business support services (Thane)

[27th dec 2021 till date]

Responsibilities:

- Onboarding of new hire and Facilitator in HR induction program.
- Managing Employee Background Verification and Vendor. Management
- Managing Employee relations and grievances.
- Conducting skip meetings and counselling employee one on one, coaching operation leaderships for better team building.
- Conflict resolution within organization, Stakeholder management.
- Review company policies periodically and ensure compliance adherence
- Assisting in annual organization audits and policy guideline improvement.
- Global Employee engagement and Rewards and Recognition.
- Handling IJP and assisting in annual PMS.
- Handling PIP and Termination, Employee attrition, Exit formalities.
- Initiating Employee retention programs.
- MIS and HRMS software management
- Preparing appointment letter and offer letter.
- Assisting in talent acquisition drives.

HR Recruiter

Equinox Labs (Ghansoli)

[May 2021-Dec 2021]

- Handling end to end recruitment into IT and Non-IT, FPO.
- Handled joining and onboarding, exit formalities.
- Prepared job description, flyers, and coordinated with internal department for Manpower Requirement.
- Handled bulk hiring, mid- level hiring, entry level hiring, lateral hiring, campus hiring.
- Handling innovation and creativity activities in employee engagement.
- Assisted on employee relation and cultural activities.
- Handled social media and advertising job opportunities on different platforms.
- Well versed with ATS and HR software management
- Hands on knowledge on basic excel and Microsoft office.
- Developing and delivering the organization's internal communication strategy, planning and calendar of activity, taking and creating feedback survey for employee relations.

HR Intern

Hexaview Technologies Pvt Ltd

[Feb 2020- June 2020]

- Provide accurate and timely reports and communication to management, hiring managers, and Human Resource Business Partners.
 - Create job requisitions and accurately manage candidates through the recruiting workflow
 - Working with Recruitment Partners to establish strong working relationships.
 - Work with local universities to establish rapport for direct hires and internships.
 - Identify and submit qualified candidates to Client Hiring Managers based on the provided job description cooperating with IT managers and team leaders to fulfil vacancies Managing the offer and close process including salary and contract negotiation
 - Conduct full life cycle recruiting including sourcing, pre-screening, face to face interviews, selection and reference checks for IT related positions
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