

Ashwini S. Sonawane

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Location – Kalyan (West)

Career Objective:

To enhance my skills, abilities, education & interest while providing opportunity for growth and advancement both for organization & me.

Career Summary:

- An expert HR Executive with proven expertise in implementing the policy, procedure, recruiting, Grievances handling & Admin. Dept. hand on experience.
- Skilled in attracting the most eligible candidate & matching them to job for which they are well suited
- Demonstrates flexibility & adaptability in daily work & to changing strategy Procedure.

Personal Qualities:

- Honest, patience, & good listening Skill.
- Positive & optimizing thinking.
- Able to motivate & negotiate with the people.
- Effective communication Skill in both verbal & non- verbal.

Work Experience:

1) Funfirst Global skillers Pvt. Ltd. (From 1 st July 2021 to till date) as a Sr.HR Executive

Job Responsibility:

- Posting job vacancy, Resourcing, Screening & shortlisting Resume through job portals or else through internal references on Pan India Level
- Calling, shortlisting the candidate & take first round of interview, Maintain MIS of Recruitment.
- Working On dashboard, Google Drive.
- Employee Engagement, Policy Making.
- Handling Full Employee Life Cycle.
- FNF Computation ,Payroll Processing , Grievance handling

2) HR Career Institute (From January 2020 to June 2021) as a HR Executive

Job Responsibility:

- Posting job vacancy, prepare JD for the job. Resourcing, Screening & shortlisting Resume through job portals or else through internal references
- Calling, shortlisting the candidate & take first round of interview, Maintain MIS of Recruitment.
- Doing induction, & orientation
- Plan the training programme, sales co-ordination. Apprising the Employee.
- Preparing offer letter, complete joining formalities & documentation. Exit Formalities.
- Managing day to day attendance of employee, making basic MIS for the Payroll Calculation of employee. Tracking & maintain employee's full data & daily Activity.

- Work on Grievance Handling, Execute Policy for smooth work environment, employee engagement
- Handle full Employee Cycle.

3)HR & Admin Executive at Unique Liquid Engineering Pvt. Ltd. (From March 2017 – Dec. 2019)

Job Responsibility:

Hr Work Profile

- Sourcing & Screening resume through various job portal like indeed.com, naukari.com & Internal Sources & references etc.
- Take first round of telephonic interview, schedule interview of the shortlisted candidate, and take face to face first round of interview.
- Coordinating on boarding formalities, Exit formalities.
- Maintain the attendance record, leave data, managing payroll inputs. Maintaining the employee Database.
- Arranging & scheduling Training calendar.
- Grievances handling, create policy to make sure discipline should followed to remain professional environment in organization.
- Regulating full employee cycle.

Admin work Profile:

- Handle Day to day operation of the office
- Travel arrangement for staff & corporate guest, arranging conference call
- Preserving office supplies & equipment.

2) HR Executive at Laxmi enterprises (from Sept. 2009 to Aug.2012)

Job Responsibility:

- Posting job vacancy, prepare JD for the job. Resourcing, Screening & shortlisting resume through job portals or else through internal references. Making MIS of recruitment.
- Tracking & organising employee's full data & daily Activity.
- Grievance managing, Policy making & maintaining the discipline in the organisation.
- Undertook full Employee Cycle.

3) HR Recruiter at Kotak Mahindra Life Insurance Jalgaon (From May 2008 to April 2009)

Job Responsibility:

- Hiring, recruiting & assessing resume of candidate from job portals like Naukari .com,Shine .Com, & internal references.
- End to End recruitment of candidate for Companies

Scholastics:

- MBA (HRM) From North Maharashtra University , Jalgaon with 57% in 2008
- BBS (HRM) From North Maharashtra University, Jalgaon with 56% in 2006
- 12th from Nasik Board with 63%
- 10th from Nasik Board with 60%

Computer Skills:

Basic knowledge of computer MS Office, Excel, Internet Surfing.

Personal Details:

- Name : Ashwini S. Sonawane
- Address : Near Cinemax, Birla College Road, Kalyan (West)
- Marital Status : Married
- Date Of Birth : 16/06/1985
- Language Known: Fluent in Marathi, Hindi, English

Ashwini S. Sonawane