

# PRANJALI AGRAWAL

## Executive HR Manager

@ agrawal.pa91@gmail.com    +91-9993556119    Bengaluru, India  
in linkedin.com/in/pranjali-agrawal-114687157    DOB: 29.03.1991



## SUMMARY

People Oriented Professional with 1.5+ years of experience with strong Communication and Interpersonal skills, Well-acquainted with HR databases, hiring and recruiting, handling salaries, HR documentation, employee records along with employee engagement activities

## EXPERIENCE

### HR Executive

#### Treez Enterprise

June 2023 – Present    Bengaluru, India

- Collaboration with leadership on Recruitment processes for over 20 new full-time hires
- Administered company-wide compensation and benefits plans
- Worked with team members 1 to 1 and in small groups to enhance performance and employee satisfaction
- Prepared JD for various positions and developed questions for prospects
- Sourced from job boards Naukri, Monster, Apna, Hirect, WorkIndia
- On-boarded new employees, conducted orientation, prepared paperwork
- Managed Employee off-boarding process & guided with exit formalities
- Managed Monthly leaves & time-sheets & Attendance sheets

### Executive HR Manager

#### Subaana HR India Consultancy

Feb 2022 – Oct 2022    Bengaluru, India

- Manage the recruitment and selection process for various positions in Medical & Healthcare, Sales & Marketing, Recruitment, Building & Construction
- Coordinated with Hiring Managers for identifying our staffing needs
- Sourced candidates from various job boards (Indeed & LinkedIn)
- Used ATS to assess skills, qualifications, & experience of potential candidates
- Scheduled screening interviews for candidates across 25+ roles

### Assistant HR Manager

#### Shankra Medical Hospital

July 2019 – Dec 2019    Bhilai, India

- Manage all HR-related tasks for a 200+ employee medical firm, including payroll processing, employee benefits program, documentation & training
- Organize meetings for the leadership team, taking meeting minutes and transcribing notes to share with relevant stakeholders
- Manage office operations and delegate tasks to administrative assistants

### Accounting Clerk

#### Surya Consultancy

Jul 2018 – Jun 2019    Durg, India

- Reviewed & analyzed preliminary financial statements & month-end report
- Established control and process to perform general ledger work

## EDUCATION

### MA

Shri Shankaracharya Mahavidyalaya, Bhilai, Chhattisgarh

Jun 2018 – Jan 2020

### B.COM

Shri Shankaracharya Mahavidyalaya, Bhilai, Chhattisgarh

Apr 2013 – Mar 2017

### B.Sc in Fashion Designing

INIFD, Bhilai, Chhattisgarh

Apr 2012 – May 2015

## SKILLS

Talent Acquisition

Applicant Tracking Systems

HR Policies

Recruiting

Interviewing

Onboarding

Payroll

Employee Engagement

Compensation & Benefits

New Hire Orientations

## CERTIFICATION

🏆 Diploma Course in HRM - By Udemy

🏆 HR Generalist & HR Management - By Udemy

## LANGUAGES

English  
Hindi

