

Shraddha Jadhav-Pawar

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Summary

- * Currently working with Techila Global services as HRBP from June 2022
- * Worked with Calsoft as Sr. Executive HRBP from Dec 2021 till June 2022
- * Worked with M3BI India Pvt. Ltd (Mar'19 - Dec'21)
- * Worked with JR Financial Consultant Pvt. Ltd. (Sept'15 - Mar'19)
- * Worked with Sapience TechSystems Pvt. Ltd. (From Aug'14 - Sept'15)
- * Worked with PSK Software & Services Pvt. Ltd. (Executive - HR & Recruitment) from Aug'13 to Aug'14.
- * Total Industry Experience of 7+ years (from October 2008 till date)
- * Successfully completed internship with Kirloskar Pneumatic Company Ltd.
- * Started career in Reliable Link Consultancy as an HR Recruiter. (1 yr. Exp.)
- * Then joined Global Enterprise Infotech Solutions as a Sr. HR Executive. (1 yr. 3 months exp.)
- * Was with MindScripts Technologies as an HR Executive (9 months exp.)
- * Handled a very wide spectrum of activities which start from conducting interviews, short listing candidates and extend upto taking interviews, handling grievances, formulating plans and policies, performance evaluation, full and final settlements, etc.
- * Was involved in formulating company-wide plans and policies.
- * Worked on Document Standardization part of Process Management.
- * Supervised multiple teams at the same time. (Multitasking)
- * Handled several delicate tasks responsibly like Payroll, company tie-ups and employee grievances.
- * Brought in innovation and pioneered many new processes which are still followed in the respective organizations.
- * Actively involved in organizing several company-wide activities, welfare programs and inductions.
- * Groomed newly joining HR executives.
- * Along with HR responsibilities, went out of the way to handle other organizational responsibilities like Admin work, Payroll and records keeping.

Experience



Lead Employee Success

Techila Global Services

Jun 2022 - Present (1 year 4 months)



Senior Executive - HRBP

Calsoft

Dec 2021 - Jun 2022 (7 months)



Assistant Manager - HR

M3BI - A Zensar Company

Mar 2019 - Dec 2021 (2 years 10 months)



HR Manager

JR Financial Consultant Private Limited

Sep 2015 - Mar 2019 (3 years 7 months)



Asst. Manager - HR & Admin

Sapience TechSystems Pvt Ltd

Aug 2014 - Sep 2015 (1 year 2 months)



Executive - HR & Recruitment

PSK Software and Services Pvt Ltd

Aug 2013 - Jul 2014 (1 year)



HR Trainee

Mar 2013 - Jun 2013 (4 months)

Exposure to :

- * Recruitment
- * Joining
- * Induction & Orientation
- * Training & Development
- * Reward & Recognition



H.R.Executive

MindScripts Tech

Jan 2012 - Oct 2012 (10 months)

Job Profile =>

- * Internal Recruitment & Selection
- * Joining formalities / Induction / Orientation
- * Employee Engagement Activities organizing & participation.
- * Maintenance of employee database.
- * Maintaining /Updating Leave Records.
- * Handling the full and final settlement of the employees.
- * Arranging & conducting Interviews/Initial screening the candidates/ helping in recruitment processes
- * Conducting various welfare activities.
- * Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management
- * Record, maintain and monitor attendance to ensure employee punctuality
- * Conduct employee orientation and facilitate new comers joining formalities
- * Resolve grievances or queries that any of the employees have.
- * Engage with employees on a regular basis to understand the motivation levels of people in the organization.
- * Conduct first round of telephonic interview for the candidates to schedule interviews.

- * Prepare letters like offer, confirmation, etc
- * Admin Work



Sr.H.R.Executive

Global Enterprise Infotech Solutions

Jul 2010 - Oct 2011 (1 year 4 months)

Job Profile =>

- * Recruitment and Selection (proper screening, salary negotiation making final selection).
- * Joining and Exit Formalities.
- * Successive planning (manpower)
- * Maintenance of Employee records.
- * Grievance Handling (solving the disputes).
- * Formulating plans and Policies (making plans and policies and seeing that they are implemented so that proper working environment is safeguarded).
- * Placement Assistance (making tie-ups with the companies and scheduling the interview for the candidates).
- * Performance Evaluation (After proper evaluation giving the increment to the employees with Managers and M.Ds approval).
- * Issuing Warning, Increment, Termination, circulars, etc. letters



H.R. Recruiter

Reliable Links

Oct 2008 - Oct 2009 (1 year 1 month)

- * Scheduling interviews, short listing candidates.
- * Interviewing candidates for BPO opportunities, both domestic and global.
- * Placement assistance by maintaining company tie-ups.

Education



Neville Wadia Institute Of Management Studies and Research

Master's of Business Studies (MBS), Human Resource Management.

2013 - 2014



Neville Wadia Institute Of Management Studies and Research

PGDBM, Human Resources Management/Personnel Administration, General

2011 - 2013



S.N.D.T. College

BCA, Computer Programming

2005 - 2008

Licenses & Certifications

 **Training & development** - SkillDeck Bangalore

 **POSH Certification** - SkillDeck Bangalore

Skills

Employee Engagement • Performance Management • Employee Training • T&D