

PROFILE

HR/ Recruitment/ Talent Engagement professional with 3 year of experience in IT and Non IT recruitment, Staffing, Onboarding and administration work

Attendance Mark's. Explain Leave policy, Calculate the PF/HRA/PT ect. Salary calculation, All record maintenance in master data

Asset. Management(Laptops, mouse,sim cards, team problems solving

End to end recruitment experience includes creating job postings, sourcing resumes/ candidates, reviewing resumes, conducting telephone interviews, extending offers, salary negotiations and reporting/ tracking data, recruitment drive, walk-ins and employee referral etc. Excellent understanding of recruitment techniques and methodologies full cycle, bulk hiring, lateral/vertical hiring.

Efficient in conducting HR round of interviews and preparing salary fitments.

CONTACT

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Orvi society,
Behind MITCON
Balewadi, Pune-411045

DOB- 29- Jan-1991

NAME: - SNEHAL SOPAN KHETMALIS

EDUCATION

MBA-HR: Sinhgad Institute of Management, Pune
Pune University
2014 -2016

BCA (Batchelor of Computer Application)
Pune University
2011- 2013

WORK EXPERIENCE

MOTM Technologies [HR + Administration]
3 August 2023 – Till

Key Roles & Responsibilities

- Recruitment and Employee Screening
- Attendance Management
- Employees Record Management
- Payroll Management
- Asset Management
- Other responsibility deemed to be necessary to perform the job efficiently

Balason infrastructure solutions private limited [HR Management Trainees]
31 Jan 2023 – 13 June 2023

Key Roles & Responsibilities:

- Manage end to end recruitment process for the company which included hiring of Civil Engineers for trainee and experienced posts
- Working on resource pay structure and salary negotiations also conducting HR rounds
- Taking care of administrative tasks for the company including updating MIS, records management, calendar
- Managed recruitment drives at colleges, working on plans and entire process

Strengths:-

Strong believer in hard work, Adaptability, Honest, flexible, Helpful, Transparent, Good assistant.

Technical Skills:-

MS Office: Ms Word, Ms PowerPoint, Ms Excel

Languages Known

English, Hindi, Marathi

Special Interests: -

Watching sci-fi movies, Reading, watching football matches

Summer Internship Project:

Motilal Oswal Security Ltd., Shivaji Nagar

Summer Internship Project (2 months)

Project Title: To study the client flow at Motilal Oswal Security Limited

Helix Integrated Learning (HR Executive – Full time and Freelancer)

Jan 2021–Jan 2023

Key Roles & Responsibilities:

- Identifying right candidates from Job portals and social networking
- Salary negotiation and explaining the components of the salary to the offered candidates
- Planning & Organizing walk-in drives to meet the hiring targets
- Maintaining reports, recruitment plan etc.
- Coordinate weekday and weekend recruitment drives
- Telephonic interview and initial screening
- Scheduling the interview of short-listed candidates
- Following up on the interview status and updating candidate on the same
- Keeping track of selected candidates

BLOSSOM HR INDIA PUNE [HR Recruiter]

Sep 2016 to May 2017

Key Roles & Responsibilities:

- Assesses applicants credentials and determines if skills meet the needs of the hiring managers
- Source and recruit candidate through direct recruiting efforts
- Managed full recruiting cycle of candidate including reviewing of resumes, Pre-screening candidate, Cold calling, preparing candidates for interview.
- Follow and be compliant with candidate till Joining.
- Greet and escort candidate to hiring managers upon arrival

