

SAYALI ASHOK KALGUTKAR

HR PROFESSIONAL | ENTREPRENEUR | FREELANCE PROFESSIONAL ARTIST

CAREER OBJECTIVE

To work in a challenging environment which helps me utilize my potential and add value to the organization that I represent and to develop on a personal and professional level and inspire the people around me with my positive approach.

REACH ME AT

Contact: 9321255900

Email: sayalikalgutkar1992@gmail.com

LinkedIn: <https://www.linkedin.com/in/sayalikalgutkar/>

Weblink: <https://linktr.ee/MonochromebySayali>

ACADEMIC CREDENTIALS:

MUMBAI UNIVERSITY

Masters of Arts in Philosophy - Year 2015/GPA:7.65

Bachelors of Arts in Philosophy - Year 2013/GPA:6.00

MUMBAI BOARD

H.S.C. | Year-2010/Grade-B

S.S.C | Year-2008/Grade-A

ADDITIONAL ACCREDITATIONS/CERTIFICATIONS:

1. Insurance Regulatory and Development Authority of India -Year 2020

2. OPEN UNIVERSITIES AUSTRALIA-Diploma crash course
Human Resources - Year 2018

Early Childhood Education – Year 2018

Astronomy: Discovering the Universe –Year 2018

AFFILIATIONS IN SOCIAL ACTIVITIES:

EVENT MANAGEMENT & VOLUNTEERING AT:

1. Joshi Bedekar College of Arts & Commerce
(GANDHARVA FEST- 2012 & 2015)

2. Upvan Arts Festival
(SANSKRITI FEST THANE-2014)

3. Felicitated by NGO-UDDAN FOUNDATION
(THANE 2014)

COMPUTING SKILLS:

MS Office/Google drive/Emails

CORE SKILLS:

Creative/Confident/Flexible in work/Good leadership
skills/Effective communication.

PERSONAL DETAILS

- D.O. B: 13/10/1992
- Blood Group: O +ve
- Marital Status: Married
- Nationality: Indian
- Languages known: English, Hindi.
Basic French

ADDRESS:

501/502, Bldg. No.3/C -Garden enclave, Opp.
HDFC Bank Vasant Vihar, Pokhran No.2-
Thane(W)- 400610

Permanent Address:

B/308- Tyagraj, Lokpuram phase 3, Pokhran
no.2, Pawarnagar 2nd last bus-stop, Thane
(W)-400610

FAMILY BACKGROUND WITH PROFESSIONAL EXPERIENCE:

Ashok S.Kalgutkar

(LIC of India)

Vaishali A Kalgutkar

(Goenka & Associates Educational Trust,
Vasant Vihar High school & Jr. College)

Sibling (1)

Savali Ashok Kalgutkar

(Taj Lands' End-TAJ Group of Hotels)

SPORTS INTEREST/HOBBIES:

- Dancing (Kathak & Bharatnatyam)
- Karate (Green belt holder under
Sensei(coach)_Mr.Anand Pendurkar
(Gen.Secretary at All India Kobudo Federation
& Chief Instructor at Hari Om Martial Art
Academy-JSKA,Mumbai)
- Shotputthrow/Swimming/Dodgeball/
Swimming/cycling/Badminton/Gardening/
Reading.

PROFESSIONAL EXPERIENCE

DIGIFOVAL IT SOLUTIONS PVT LTD

Lead Generation specialist - social media | November 2018- Till to date



- Developed IT leads through mass messaging and marketing on LinkedIn.
- Professional experience in accessing social media platforms and job portals like LinkedIn, Facebook, Shine.com, Naukri.com, Monster.com for generating IT leads and hiring candidates.
- Collected qualifying information and coordinated to set appointments with Managing Director.
- Collaborated with high-end clients of other IT companies for leads and generating business.
- Answered all client based questions related to the internal openings on the company.

PEGASUS INTERNATIONAL

HR Consultant | January 2017 – October 2018



- Handling effectively End to End Recruitment cycle.
- Sourcing, screening and short listing resumes on job portals like Naurki.com and Shine.com.
- Short listing the resumes based on desired skills and experience.
- Conducting telephonic and Personal interviews.
- Providing information about the organization.
- Job Posting on job portals as per the requirements
- Maintaining and updating the efficient database using Excel Sheets.
- Developing a pool of qualified candidates in advance of need.
- Conducting walk-in interview drives at said locations for closing positions as and when required by the projects.
- Background Verification for the employees as per the policy, education, experience.

KNOWEMPLOYEE HR SERVICES (Third party payroll) to TRAVECOM GLOBAL | BYE BYE CITY

Senior HR Executive – Talent Acquisition | July 2016 – Dec 2016 (Contract basis)



Recruitment and Staffing:

- Handling effectively Internal End to End Recruitment cycle for the company.
- Sourcing, screening and short listing resumes through various job portals like Naurki.com, Shine.com, LinkedIn
- Short listing the resumes for internal openings of the company based on desired skills and experience.
- Providing information about the organization and conducting telephonic and personal interviews.

- Preparing JD's and Posting job openings on portals as per the requirements.

HR Administration:

- Maintaining employee's personal files and records.
- Tracking attendance, maintaining leave records.
- Generating Offer letters, Appointment letters, Confirmation Letters, Experience Letters, Relieving Letters, job descriptions, completing joining Formalities and documentation.
- Background Verification for the employees as per the policy, education, experience.

Employee Engagement:

- Planning and successfully executing Festivals/Celebrations - Diwali, & Christmas and other company events.
- Effectively managing employee get together, picnics & parties.
- Developing employee engagement programs, like Initiating and administrating a welcome-mail policy to all new joiners, regular Birthday mailers & celebration policy.

Workforce Management:

- Handling the staff effectively so that they are not dissatisfied with each other.

ABYSS & HORIZON CONSULTING PVT LTD

HR Executive Consulting | June 2015 – June 2016



Recruitment:

- Handling effectively End to End Recruitment cycle for IT and Non-IT clients.
- Sourcing, screening and short-listing resumes based on desired skills and experience through job portals like Naurki.com, Shine.com & Monster.com
- Conducting telephone and Personal interviews and providing information about the organization.
- Job Posting on job portals as per the requirements.
- Maintaining and updating the efficient database using Excel Sheets.
- Developing a pool of qualified candidates in advance of need and maintaining the records in excel sheet.
- Conducting walk-ins interview drives at said locations for closing junior to mid-level positions as and when required by the projects.
- Background Verification for the shortlisted candidates as per the policy, education, experience.

Client Relationship and Co-Ordination:

- Interacting with clients on regular basis to get posted about any new requirements.
- Getting clients feedback and visiting related companies for follow-ups and conducting meetings on positions handled from time to time and communicating the same to the candidates.
- Regular Follow up with candidates & clients till the position get closed.

I Hereby declare that the above information is true & of my knowledge.

Date:

Sayali Ashok Kalgutkar