**Anagha Purushottam Joshi**



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**Objectives: Seeking a challenging and responsible position in HRD and BUSINESS DEVELOPMENT to utilize my skills and abilities in a firm that offers me a professional growth constantly which will help me.**

**Experienced:**

**Current Status: Working with Capgemini India Pune Location and (Payroll company Eteam )**

**Start Date: 7th June 2021 to 8th March 2023**

**Designation- HR Executive**

Worked under talent acquisition team and offer team below was my Job Responsibilities:

* Responsible for all joining formalities
* Collecting all mandatory documents from selected candidates. Responsible on follow ups
* Verifying Documents educational, professional and ID proofs
* Preparing Offer letter’s
* Responsible to done Onboarding for Fresher’s, Experienced and campus joiners
* Was part of Induction team
* Handled end to end Campus Offer’s
* Done end to end Recruitment for Bulk hiring, lateral hiring for various positions in CapGemini (Performance/API/ETL - Testing)

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| **Previously Worked For: SysTech Solutions (Manufacturing & Automation)**  **Designation: HR Assistant** | **Duration** : **18 Jan- 2019 to 11 Nov-2019** |

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| * **Role Description:**   **Recruitment and Selection** | | | | |
| * Assisted with the recruitment process by identifying candidates, performing reference checks. * Sourcing CVs / candidates from job portal Naukri * Done mass mailing / bulk mailing from job portals * Done job posting from Job portals / social networking sites * Shortlisting of CVs from portals and references * Conducted Telephonic / Personnel Interview * Scheduled Interviews, Meetings * I have done recruitment as a third party also | | | | |
| **Core HR**   * Pre-joining documentation / post joining documentation * Conducting Induction training for new joining * Implementing Harassment policy & Office etiquette * Maintaining employee records * Drafting letters (Offer letter, Joining letter, Exp.Letter,etc.) * Preparing MIS Report * Office admin activities * Support all internal & External HR related inquiries or request. * Maintain calendars of HR management Team. * Assist with performance management procedures. * Schedule HR Events, outing plans. * Coordinate training sessions and seminars. * Responsible for employee engagement * Perform orientation and update records of new staff. * Complete termination paperwork and Exist interview. * Keep up-to-date with the latest HR trends and best practice. | | | | |
| **Organization Project – I TATA Consultancy Services** | | **Duration : 25 March 2015 - 29 Oct 2018** | | | |
| * Process name: AMP | | | | | |
| * Project Description: AMP (Australian Prudential Mutual). AMP is the insurance domain, mainly deals with insurance, superannuation and Investment for the customers. | | | | | |
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| **Organization Project – II Wipro India Pvt. Ltd.** | | **Duration** : **13 Jan 2013 - 13 March 2015** | | | |
| * Process name: Origin (Australia) | | | | | |
| * Project Description: Origin is the Utilities and Billing Domain mainly dealing with Customer Billing, Electric Devices and Payable and Receivable for the customer Set-up the Customer Account in SAP | | | | | |
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| **Education Credential:** | | | | | |
| MPM (HR) – Full Time | North Maharashtra University, Jalgaon (MH) | | IMR College, Jalgaon | 2013 |
| B.Com | North Maharashtra University, Jalgaon (MH) | | P.O. Nahata College, Bhusawal | 2010 |

**Personal Details:**

**Date of Birth : 23rd May 1990**

**Gender : Female**

**Marital Status : Married**

**Languages known : English, Hindi, Marathi**

**Address : Green City Society, Handewadi Road, Hadapsar-411028. Pune.­­­­­**