Devshri Sane

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9325884702

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| Objective: |

To Serve as Excellent and Efficient of Human Resource Employee that will utilize my experience, knowledge, skills to

fulfil the vision of this Organisation.

**Summary**

* Dynamic and result-oriented individual with 6 years of experience in Talent Acquisition/end to end Non IT and in IT 6 months recruitment.
* Good experience in recruiting for Permanent, Contractual & Contract to Hire Positions for PAN India
* Good experience in using of Job portals (like- Naukri,Monster,Shine,Timesetc., social networking sites and referrals for sourcing right candidates.
* Good hands on experience of recruiting and hiring processes including sourcing, Screening, Scheduling Interviews.
* Coordinate with hiring managers to understand the skills and background required for each opportunity and provide expert advice to hiring managers throughout the recruitment process.
* Experience in hiring of Software Engineers/Architects, Data Scientist, Database Developers/Administrators, Web Developers, Java Developer, Backend Developer for product development companies, Artificial Intelligence, Business Intelligence, Quality Assurance/Test Engineers, Technical Program/Project Managers, Development Managers, and Business Analysts.
* Responsible for Creating/monitoring various Reports [Sourcing Reports, Sourcing Recruitment Reports, Offer/Selection Report, Offer Joinees report] in Talent recruit portal.

**Technical Hiring Skills**

* **Microsoft Technologies:** ASP. Net, ASP.Net MVC, ADO. Net, VB. Net, C#, MS Dynamics, Microsoft Azure, SharePoint, SQL Server etc...
* **Web Technologies** – FrontEnd (UI/UX, HTML, CSS, JavaScript, React, .Js, Angular), BackEnd . (Java, Python, PHP, Ruby, .Net), Node Js.
* **Software Testing** - Manual Testing, Automation Testing, Performance testing.
* **ERP** - Functional/Technical/Techno-Functional (SAP, Oracle Apps, )
* **Database Administrator (DBA)**: Oracle, SQL, My SQL, DB2 DBA,
* **Administration**: Linux/Unix/AIX, Windows, Network(Security/NSX) Service Desk, DevOps
* **Cloud** : Devops ( Docker, Jenkins, Elastic Search), Amazon Web Services(AWS), GOOGLE CLOUD, VMware Cloud, salesforce cloud, .
* **Infrastructure** - Networking, Desktop Engineer, Windows  Admin, VMware
* **Networking/Security**- CCNA,LAN,WAN,Troubleshooting,switching,routing

Security, Network Security, Cyber security, McAfee, Checkpoint, ServiceNow,(Monitoring, Administration, Implementation)

* **Data Science**- Big Data, MongoDB, My SQL, Spark,

**More Technical skills:**

Java with Microservices (Spring boot, Spring Batch, Spring, Spring Rest), Java with webServices, JavaScript Frameworks, Core Java,Java with other technologies, PHP, Python, React, Angular, MEAN Stack, MERN Stack, UI/ UX Designer, UI Architect, Data Scientist, Data Structure, Algorithm, OOPS, Frontend Technologies, Backend Technologies, Mobile and iOS Application Development, AWS Cloud, Azure, ASP.Net, MVC, C#, Entity frameworks, Embedded,SAP Modules(ABAP, Basis, HANA, SD, PP, QM, BW, HCM etc.…….), Test Engineer(Automation, Manual, Performance with java python selenium etc.)SharePoint Developers/Admin,Bigdata Technologies, PLSQL, SQL, Linux, Unix,etc

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| Personality Skills: |

* Highly motivated to work.
* Enthusiasm to learn.
* Quick learner
* Honest & Hard Working.

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| Employment Record |

1. **Currently working with Integrated Personal Services Ltd: 04th May 2022 to till date(Pune)**

* Senior Executive Recruitment

**Clients Working For**: TCS, ATOS, Altimetrik, HGS, Beuro Veritas ,Tech Mahindra,Loylty Rewardz,Robosoft Technology

**Hiring:** Contractual, C2H, Permanent positions

**Roles & Responsibilities**

* Manage and own the recruitment process
* Expertise in entire Recruitment Life Cycle from Sourcing, Screening, Scheduling, Interviewing
* Experienced with Technical recruitment/IT Recruitment and worked on above mentioned technologies.
* Write and post technical job descriptions on job portals and Source potential candidates using various sourcing techniques on platforms like Naukri, Monster,Shine,Times and Social Networking sites etc.
* Interacting with candidates, doing initial screening and understanding their competencies & skill sets, making them understand job role and scheduling the interview.
* Effectively use internal systems/database(Talent recruit portal/0 for recording different stages in the recruitment process

**2) Piramal Capital Housing Finance: -1st Dec 2021 to 21st Apr 2022(Pune)**

* HR Executive

Joining- Exit Process:

* HR operational activities
* Daily checking of acceptance received from the master report
* Completion of On boarding process for candidates
* Smooth going of end to end joining process which includes all the formalities i.e. ID card, V card, email address updation, login email address and password, HR Induction emails; Day one Induction
* DNJ cases to be worked/actioned in the system and to be updated in the tracker on the same day - without any delays
* Maintaining various Trackers
* Informing the relevant teams about the joiners on time with the joining status

**3) DHFL Finance Ltd: 23rd Jul’18 to 30th Nov 2021(Pune)**

* HR Assistant:

1. Recruitment process for end-to-end recruitment Cycle.

* Talent Acquisition through Naukri, employee referral and career page.
* Offer Processing with regards to appointment letter issuances
* On-boarding coordination for candidates.
* PF related queries
* Salary processing

2) Joining- Exit Process:

* Document verification & Reference checks.
* Follow up for pending documents if any.
* Joining Process completion as per the Joining checklist.
* Off boarding related activities as per the Off-boarding checklist.
* Sending Verifications for Ex-employees.
* FNF & exit process

3) Maintaining of Standard draft of Appointment letters, Work contracts, confirmations, Verification of joining

documents, maintaining copies of the same

• Reviewing of policies from time to time and writing down the procedures for the same.

• Updating of leave balances, comp-offs, LWP’s calculations and portal attendance etc.

4) Goal settings / KRA’s as per Company requirement.

5) Overall Employee engagement activities etc.

**4) HDFC Bank: 8th Oct’15 to 13th Jul 2018 (Pune)**

* HR Coordinator:

1) Recruitment process for end-to-end recruitment Cycle.

* Talent Acquisition through Naukri, employee referral and career page.
* Offer Processing with regards to appointment letter issuances
* On-boarding coordination for candidates.
* Handled the initial screening of resumes to coordination with the candidate to scheduling of the interviews and giving feedback for the same. Also carried out the Hr Round and the other joining formalities.
* Finding out policies for betterment of employees
* MIS updations
* Handling Resignation and exit formalities.

2) Joining- Exit Process:

* Document verification & Reference checks.
* Follow up for pending documents if any.
* Joining Process completion as per the Joining checklist.
* Off boarding related activities as per the Off-boarding checklist.
* Sending Verifications for Ex-employees.

3) Arranging for the training and development sessions with coordination of training team

4) Arranging the Hr meeting, finalizing the agenda for the meeting, updating the to do lists etc.

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| **Computer Knowledge:** |

* Command in Excel with all excel parameters

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| **Educational Qualification:** | | | |
| Examination | Board/University | Percentage  /CGPA | Year |
| MBA | MPGI’S School of Management, Nanded | 8.39 | 2015 |
| BCA | Rajiv Gandhi College Nanded | 72.06% | 2012 |
| HSC | Yeshwant Mahavidyalaya Nanded | 54.17% | 2009 |
| SSC | Indira Gandhi, High School Nanded | 73.38% | 2007 |

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| **Achievements** |

* Rewarded as Best Team Worker & Best cluster Coordinator in 2015 & 2016
* Won quarterly performance award in Q2 2016
* Received Recogni􀆟ons Team Player in HR Coordinator – May’18s

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| Personal Details: |

* Address : ‘D 502-Swapnalok, Kale Padal Road, Tukai Darshan Tekdi, Hadapsar, Pune
* Date Of Birth : 09 July 1991
* Sex : Female
* Marital Status : Married