Sunidhi Sumedha Bhosekar

A-204, Shubhodaya Laurels Apartment

115/3, Doddakammanhalli

Near Nandideepa Appts

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**Summary**

A dedicated and enterprising individual with a high learning curve. Enthusiastic about adding to the knowledge base and upgrading existing skills. Enjoy working in a team environment. Aim to grow with the organization.

**Education**

**MBA**: Master of Business Administration, Bangalore University (Specialties: Finance and HR), 2013

First Class (69%)

**BBA**: Bachelor in Business Administration, Karnataka University, Dharwad, Karnataka, India, 2002 First Class

**P.U.C**: Gujarat Secondary Education Board (GSEB), Gandhinagar, Gujarat, India, April 1999

Commerce Stream

**S.S.C**: Gujarat Secondary Education Board (GSEB), Gandhinagar, Gujarat, India, May 1997

Subjects: Physics, Chemistry & Mathematics

**Experience**

**Jain Group of Institutions**

Asst. Manager-HR Office

July 18, 2022 – Sep 30,2023

JGI & Jain (Deemed-to-be University), Office of Strategic Communications and Human Resources, #44/4, District Fund Road, Jayanagar 9th Block, Bangalore - 560 069.

Assist in talent acquisition and recruitment processes. Handle general human resources policies and procedures and performance appraisal management process.

Goal Settings - Individual & Team: is involved in various HR processes, including conducting interviews, verifying documents, sending offer letters, and managing the onboarding process for new candidates. Also worked on developing content related to Human Resource Management.

Human Resource Management: working on several reports and projects related to HRM. Some of the topics covered include Performance Management for Pre-University Teachers, International Baccalaureate (IBDP) Teacher's Performance Management, and Performance Evaluation System for Schools and Universities, Analytics Performance Management, Non-Teaching Staff Peer-Reviewed Journals & Generation of IP, and Technological Impact on Performance Management.

Talent Acquisition: is responsible for sourcing and recruiting candidates for various faculty positions at the university. Coordinated with candidates for selection interviews and handled the entire recruitment process for several positions in different departments, such as Computer Science & Engineering, Computer Science & IT, and Aerospace.

Auditor's Role: performed weekly activities related to auditing and reporting. Highlighted achievements, milestones, ongoing projects' progress, challenges faced, and proposed solutions.Also attended meetings and important discussions related to her work.

Monthly, Quarterly, and Annual Reporting: prepared comprehensive reports on her accomplishments, progress, and performance metrics on a monthly, quarterly, and annual basis. Evaluated the effectiveness of strategies, identified areas of improvement, and set goals for the following periods.

Collaboration and Communication: collaborated with various departments and individuals, including the Management team, and potential candidates. I am effective communication and coordination throughout the recruitment and reporting processes.

Overall, job role as Assistant Manager-HR Office at JGI & Jain (Deemed-to-be University) involved talent acquisition, HR management, report writing, auditing, and effective communication with various stakeholders.

**Dayananda Sagar University**

Executive-HR

March 1, 2016 - July 7, 2022

Overall responsibility for job design and analysis, workforce planning, recruitment and selection, performance management, and compensation.

Key areas of responsibility: Recruitment, Operations, Employee Relation, Policies, strategies, and benefits to employees.

**ACCENTURE**, Bangalore

Instructor Associate

September 5, 2014 - February 6, 2016

* Deliver high-quality training to audiences using a variety of media types.
* Provide course and learner feedback to key stakeholders.
* Monitor the quality and effectiveness of the learning environment and outcomes.

**INFOSYS BPO Ltd**, Bangalore

Senior Process Executive

December 2013 - May 23, 2014

* Provided cutting-edge customer service globally.
* Undertook soft skills and process-oriented training in accounts department.

**MANIAN & RAO CHARTERED ACCOUNTANTS**, Bangalore

Manager Administration, Reception & Front Office In-Charge

May 2009 - February 2011

Handled administration and reception duties.

**IDBI BANK**, Panvel-New Mumbai

Financial Consultant

July 2004 - December 2004

Handled retail, medium, and corporate banking relationships.

Marketed third-party products, including life insurance products.

**ICICI BANK (ACCESS NETWORK SERVICES DSA OF ICICI BANK HOME LOANS, PANVEL INDIA)**

Executive (Back Office)

February 2004 - July 2004

Handled team of ten sales officers.

Scrutinized home loan applications and related documents.

Managed various activities related to branch banking.

**CENTURION BANK**, Ahmedabad

Graduate Trainee

November 2002 - April 2003

Input transactions in computer (cash, transfer, and clearing).

Handled various activities related to branch banking.

**Accomplishments**

Projects Conducted

* Cadila Health Care Ltd. (Ahmedabad, India) - General Working - 15 Days
* Gruh Finance Ltd. (Ahmedabad, India) - Human Resources Development - 15 Days
* Bharat Petroleum Corporation Ltd. (Belgaum, India) - Marketing - 30 Days
* RINAC INDIA LTD (Bangalore, India) - General Working - 30 Days
* Kurlon LTD (Bangalore, India) - Finance (Working Capital Management and Goodwill) - 30 Days
* Training Programs & Conferences Attended
* Ahmedabad Institute of Management Association - Personality Development - 4 days
* Stock Market Institute of India - Fundamental & Technical Analysis - 5 days
* Blue Tiger & CIMS Employability Enhancement Training Program - 6 months
* Advance Excel - Excel - 1 Month
* New Horizon College of Engineering Department of Management Studies organized National Conference 2017 on Management, Technology, and Innovation - Presented paper on TECHNOLOGICAL IMPACT ON PERFORMANCE MANAGEMENT (Focus on the evolving role of universities in the innovation system) to be published - 1 day
* 5th International Conference on Business Analytics and Intelligence in IIMB from Dec 11 to 13, 2017 - Submitted Paper on APPLICATION OF ANALYTICS TO PERFORMANCE MANAGEMENT to be published
* Publications
* IIM-B abstract is also published and also presented the paper on 11th to 13th Dec 2017.
* VIT presented the paper and got the paper published in July-August 2018.
* Journal of Management (JOM) Volume 5, Issue 4, July - August 2018, pp. 40–49, Article ID: JOM\_05\_04\_005 Available online at <http://www.iaeme.com/JOM/issues.asp?JType=JOM&VType=5&IType=4> Journal Impact Factor (2016): 2.4352 (Calculated by GISI) [www.jifactor.com](file:///C:\Users\jgihr16\Desktop\www.jifactor.com) ISSN Print: 2347-3940 and ISSN Online: 2347-3959 © IAEME Publication
* New Horizon College presented a paper and published ISBN on January 4, 2018. TECHNOLOGICAL IMPACT ON PERFORMANCE MANAGEMENT (Focus on the evolving role of universities in the innovation system) Ms. Sunidhi Sumedha Bhosekar & Dr. Anupama Ghoshal Dayananda Sagar University

**Personal Information**

* Date of Birth: October 11, 1981
* Languages Known: English, Hindi, Kannada & Gujarati
* Father Name: Ravindra .V. Torgal
* Marital Status: Married

**Awards & Recognition**

* Community Institute Of Management Studies - Attitude - Bangalore, June 7, 2013
* Community Institute Of Management Studies - Library - Bangalore, June 7, 2013

**Computer Literacy**

* Familiar with Microsoft Office Suite like Ms- Word, Ms- Excel, Ms- Power Point & Internet Explorer. Manipal Global Advance Excel certification completed.

Mrs Sunidhi Sumedha Bhosekar 08/09/2023