**Resume**

**Shradha Amol Rajguru- Prabhune**

**Address**: Flat no.1, Shree co-ophsg society, Bapdevnagar Dehuraod, Pune -412101

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**Summary:**

* Human Resource Executive & Talent Acquisition for profiles like BFSI, IT, BPO, Sales, Manufacturing with experience working on Portals like Naukri, Shine, Linked In and hands on experience on ATS, RMS.
* Maintains the work structure by job requirement and job description for all positions consultation with Line managers.
* Responsible to maintain and update personal folders of the staff employees time to time.
* Very strong and excellent Communication skills.
* Well versed with the end-to-end recruitment process from screening, shortlisting, till joining.
* Releasing the offer letters to the candidates, preparing the candidates business card and I-d cards.
* Arranging the candidate’s induction.
* Maintain the work structure by job requirement and job description for all positions in consultation with Line Managers abroad.
* Collaborate with local and regional colleagues for various HR projects and participate in different forums.
* Head Hunting o the candidates.

**Educational Profile: -**

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| --- | --- | --- | --- |
| **Credentials** | **Board/University** | **Year of passing** | **Percentage** |
| LLB | University of Pune | 2022 | 62.4% |
| M.B.A(HR) | University of Pune | 2019 | 62.4% |
| BSc HS | University of Pune | 2015 | 64.2% |
| HSC | MaharashtraBoard | 2010 | 50.6% |
| DHMCT | MaharashtraBoard Of Vocational Exam | 2007-2009 | 75.2% |
| SSC | MaharashtraBoard | 2005 | 46.5% |

**Professional Work Profile:**

* **Bodor Laser India Pvt Ltd (May 2023 – Till date) – Sr Human Resource Executive:**

**Roles & Responsibilities**:

* Taking care of PAN India end to end recruitment process for the organisation depending upon the business requirement for Sales & Service Engineers.
* Briefing the candidates & lining up interviews with the overseas directors and discussing salaries for the same.
* Rolling out the offers to the candidates and the onboarding of the candidates.
* Following up with the candidates for the documentation and getting their induction done.
* Assisting HR manager for maintaining the employee data at the backend and keeping a track of employee data.
* Keeping a track of medical insurance of the candidate – includes addition of new employee and deletion of the resigned employee from the active list of employees.
* Taking care of Business card, Id card of the employees.
* Keeping a track of number of new joiners and the resigned employees.
* Planning activities for the employees like monthly birthday celebration and fun activities at work.
* Responsible to maintain and update personal folders of the staff employees time to time
* **Net Connect Global – Talent Acquisition Executive (May 2022- May 2023)**

Experienced in end-to-end recruitment for the business requirement. Well versed about the recruitment process

**Roles & Responsibilities**:

* Screening candidates from portals for different levels of role
* Following up with the candidates.
* Scheduling their rounds with the panel.
* Releasing the offer letters.
* On boarding of the candidates.
* Responsible for completing the induction.

* **Velocity HR Services (Jan 2020- Dec 2021):**

Specially worked for Investment Banking hiring on various openings as per client requirement.

Requirements for Corporate Actions, Reconciliation, Trade Settlement, Reference Data Setup, KYC (AML). Worked for the positions for financial analyst, Sr. analyst, APM, AM.

Also worked for various domains like International BPO hiring, Sales &Marketing, Finance, IT etc.

**Roles & Responsibilities**

Screening, shortlisting candidates from various portals & hands on experience on ATS, RMS

* + Sending study material and getting the test done.
  + Arranging the further rounds of interview
  + Follow up with the candidates till joining.

**Infosys BPM Ltd, Hinjewadi as Senior Process Executive (11thJune2018-April2019)**

# Personal Profile:-

Date of birth: - 2nd June 1989

Gender: - Female

Marital Status: - Married

Nationality: - Indian

Hobbies: Singing songs, Cooking

Declaration: -

I hereby that the above details and information is true and the best of my knowledge

Place: - Pune

Shradha Amol Rajguru