

Shraddha R Shetty

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Educational Credentials

Education	University	Institute	Year	%
M.B.A. - IT and Human Resource Management	Bharati Vidyapeeth University, Pune	IMRDA Sangli	2011	70%
B.A. (Hons.) English	Shivaji University, Kolhapur	P.V.P. College, Kavathe Mahankal	2009	72%
H.S.C. in Arts	Kolhapur Board	Kanyaprashala, Kavathe Mahankal	2006	76.83%
S.S.C	Kolhapur Board	S.M. high school, K.M.	2004	55.33%

Currently doing Advance Corporate Practical Training on HR Practices from
“HR REMEDY INDIA” Pune’s Recruitment Firm From April 2016 till date

HR Functional Area	Practical Work Done
Recruitment and Selection	<ul style="list-style-type: none">➤ Sourcing CVs / Candidates from different job portals e.g. Naukri, Monster, Timesjob.com➤ Doing mass mailing / bulk mailing from job portals➤ Doing job posting from Job portals / social networking sites➤ Conducting Telephonic / Personnel Interview➤ Short listing of CVs from portals and references
HR Admin	<ul style="list-style-type: none">➤ Pre-joining documentation / post joining documentation➤ Maintaining employee records➤ Attendance & leave management➤ Drafting letters➤ Preparing MIS reports➤ Training Need Analysis, Designing Training Calendar➤ PMS, Designing appraisal forms➤ Policy Implementation➤ Office Admin Activities
Payroll Management	<ul style="list-style-type: none">➤ Salary Calculation➤ Sorting salary issues, if any➤ Statutory deductions like PF, ESI, PT, MLWF, Gratuity➤ Generating Pay Slips➤ Challan Filing➤ Full & Final Settlement

Work Experience

Organization Name: - Dream Job Placement, Nigdi, Pune.
Period: - From Oct 2012 to till the date.
Designation: - Sr. Executive- HR, Admin & BDE
Nature of Work: - New Client Acquisition and End to End Recruitment.

About Dream Job Placement:-

Dream Job Placement is staffing solution for Automobile Industry is in market from last 8 yrs. We are providing candidates basically to MNC groups. It has grown as best service provider for automotive industry.

Experience Details:-

Reporting to Director, Responsible at Management level for:

- ❖ Client Acquisition & Coordinator:
 - Searching for new companies through search engines and references.
 - Communicating with concerned HR Head for Appointment.

- ❖ Recruitment Executive :
 - Co-coordinating with Recruiters regarding requirements.
 - Managing end to end Recruitment process for the organization as well as for the clients.
 - Source resumes through job portal (Naukri.com) and various other channels like employee referrals, headhunting, existed database, posting jobs on social websites.
 - Screening of resumes as per the client requirements.
 - Conducting telephonic interview.
 - Doing pre screening of candidates.
 - Short listing the perfect candidates CV's for required post.
 - Coordinating with clients for candidates resume & getting short listing from their end.
 - Arranging interviews of short listed candidates.
 - Managing response from client.
 - Negotiating offer with selected candidates & send them for pre employment medical check up.
 - To do reference check if recommended by client.
 - To coordinate with client & candidate upto joining process.
 - Manage database for rejected candidates for future reference.

- ❖ Admin:
 - Time Office Management(Attendance, Leave Records)
 - Salary Administration
 - Vendor Payments
 - Maintaining all official records (MS-Excel)
 - Generating Billing Invoices.
 - Responding daily E-mails(Outlook)

Profiles Handled:

- | | |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Senior Level: | GM-Sales, Production Manager, GL-SCM, Purchase Manager, Plant Head, HOD-Finance, HR Manager, RSM, Quality Head etc. |
| Middle Level: | Production, QA, QC, MR, R&D, PPC, Design, Process, Maintenance, Technical Sales, Sales, Application, Marketing, SCM, Import-Export, Excise, Store, Purchase, CA, CS, Accountant, Costing etc. |
| Entry Level: | B.E (GET), Diploma (Fresher), Graduation (Operator level) ITI (Turner, Fitter, Machinist, Grinder, Draughtsman) etc. |

Organization Name: - Swift Corporate Services, Dehuroad, Pune.
Period: - From March 2012 to Sep 2012.
Designation: - HR Recruiter and Client coordinator.
Organization Name: - HR Remedy India, Aundh, Pune.
Period : - From Jan 2012 to Feb 12.
Designation : - HR Executive

Academic Projects

- Study on "Training & Incentive Design" at The Peerless General Finance & Investment Company Ltd., Hadapsar, and Pune for the duration of 2 month.
- "Training Program for Teachers" under the guidance of Prof. Amarja Nargunde.
- "Training Program for Tulsi Casting Machining Ltd." under the guidance of Prof. Amarja Nargunde.

Extra-Curricular Activities:

- MS-CIT
- Passed the Typing Exam in English (W.P.M-30) and English (W.P.M-40) & Marathi (W.P.M-30) in the year 2004 and 2009 respectively.

Personal Details:

Date of Birth : 12th June 1989
Gender : Female
Marital Status : Single
Languages known : Marathi, English, Hindi, Kannada & Tulu.
Current Address : Nigdi, Pune
Current CTC : 2.40 LPA
Expected CTC : 3.00 LPA
Can Join Within : 1 Month

DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Pune

Date: 22/06/2016

[Shraddha Raghava Shetty]