

# Harshada Vijay Tambe

MBA HR

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## CAREER OBJECTIVE

Seeking assignment in Human Resource Management and recruitment with a reputed organization.

**Location Preferences:** Mumbai, Navi Mumbai

## Profile Snapshot

- MBA (HR) with 2 years of experience in recruitment, talent acquisition, induction, employees relation, prejoining, post joining, employee connect/queries and overall.
- Excellent knowledge of recruiting and hiring processes including sourcing, interviewing
- Areas of interest includes recruitment & selection, industrial relation, training & development and compensation
- A self-motivated professional with passion to succeed, willingness to learn, capability to adapt company culture.
- An effective communicator with strong leadership and interpersonal skills.

## Work Experience

**Poonawalla Finance PVT LTD: April 2019 – Till Date as HR Executive.**

- Responsible for all the activities of HR department for main domain of the company.
- Responsible in keeping track of Interviews.
- Handling end to end Manpower Planning for internal vacancies in alignment with the business requirements of the organization across all locations.
- Conducting induction of new joiners - Introduction to company, explaining company policies, screening the educational and professional certificates
- BGV & Medical process Initiation and bill processing.
- Employee file audit and scanning.
- Onboarding support
- Entire employee life cycle of off roll employee
- Maintain data for pay roll management of off roll employee
- Maintain the records of all employees in HRMS.
- Responsible for employee connect and solving queries.
- Involved in performing various employee engagement activities in the organization.
- Performing tasks of 'Joining to Exit'.

**AGS Transact Technologies: May 2018 to July 2018 as HR Summer Intern**

- Performing the background verifications process.
- Segregation of necessary documents, and frequently updating data as per HR.
- Coordinating with recruiter for pre-requisites process of new employee.
- Coordinating with Vendors for final reports within TAT.
- Short listing of resumes, screening of resumes, telephonic interview of the candidate

### **Prism RMC (Prism Johnson Ltd.): December 2017 to January 2018 as HR Winter Intern**

- Understanding the recruitment procedure of the company.
- Short listing of Resumes, Screening of Resumes, Telephonic interview of the candidate.
- Attending the respective interview with (HOD)/ Managers.
- Understanding the various Compliances Data / Documentations which is required to submit under the factory act and Maharashtra act Like EPF, ESIC, Factory Annual
- Return filing, Annual Health Check Up Register maintenance etc.
- Segregation of documents of compliances, and updating Frequency of data as per HR.
- Analysis of Man power at different regions, calculating Man days of Different Plants/Region, calculating and analyzing OT & Lunch allowances

### **CRT Consultancy: October 2015 – October 2016 as HR Executive**

- End to End Recruitment in Technical and Non-Technical Skills, successfully closed position on given TAT.
- Responsible for screening the CV's as per client requirement.
- Responsible for end to end discussion with client and internal team or Interview scheduling.

## **Education**

- **MBA (HR) from Pune Institute of Business Management, PUNE in 2017-2019**
- **Bachelors of commerce from Mumbai University in 2017**

## **IT Skills**

- MS-Office (Word, Excel, PowerPoint)
- Internet Application
- Microsoft Outlook Express

## **Personal Details**

**Address:** Suraj Apartmentt, NL4, Building No. 1, Room no 2, Sector 3, Nerul Navi Mumbai 400706  
**Languages Known:** English, Hindi, Marathi  
**Marital Status:** Unmarried  
**Hobbies:** Swimming, event management

## **Declaration**

I hereby declare that the above details are true to the best of my knowledge and that I'll do my best for the good of the organization.

**Place:** Navi Mumbai  
**Harshada Vijay Tambe**