**Ajinkya Ghodke**

**Ajinkyagho03@gmail.com**

**Mob: 8484010198/7020200779**

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| **Career Objective:** |

To work with organization that gives me scope to update my knowledge and skills in HR field using the latest techniques and to be a part of a team that dynamically works towards the progressive growth of the individual and organization.

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| **Experience Summary:** |

I have rich 5+ years of experience in various HR domains.

I have started my career as Recruiter. As recruiter I have experience in BPO and IT hiring for permanent contractual and contract to hire basis. Also I have experience in scheduling interview, client co-ordination and team handling.

Then I have moved to Executive domain. As HR Executive I have hands on experience in Internal Recruitment process, Onboard and Joining process, Performance management and Training, Employee Engagement and handled Employee grievances. I have worked on Payroll, Attendance and Compliance. Worked on HRMS and Off-boarding/ Exit formalities. I have experience on complete Employee life cycle.

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| **Work Experience:** |

**Company: Bajaj Capital Ltd**

**Duration: January 2019 - Till date**

**Profile: SR. HR Executive**

* Internal Hiring/ Recruiting for Internal positions
* Scheduling Interviews, Co-ordination with Interviewer and finalize by taking HR interview
* Conduct On-boarding Process/ Joining Process via Joining Form, Asset and work-place allocation, creating official mail id and ID cards, Bank account opening, and other compliance related information is given to employee.
* Creating, informing and implementation of Policy, Performance review process, Engagement activities, Compliance, Holiday and Calendar details.
* Worked on BGV (Back Ground Verification), HRMS (Human Resource Management System), Payroll, Biometric and Leave and Attendance
* Handled Employee grievances and Off-boarding process.
* Conducted Exit interview, full and final settlement and exit documentation.
* Maintaining and updating all employee’s related documents like Joining documents, Performance review documents, Compliance, KYC, Travel and Exit documents.

**Company: Sovvin Software Services**

**Duration: Sep 2017 – January 2019**

**Profile: HR Executive**

**Job Responsibility:**

* Conducted internal recruitment as per various position. Source, screen and schedule interview with technical panel. Take HR round and finalize candidate.
* Conducted Induction, allocation of buddy for new employee and assigning KRA and KPI to them.
* Taken care of Performance evaluation, PIP and training as per requirement.
* Conducted employee engagement programs like employee appreciation, reward and recognition program, festival celebration, birthday celebration.
* Handled Payroll, compensation and statutory compliances.
* Hand on experience in handling Time and Attendance, Leave management and HRMS.
* Conducted Appraisal meeting and conducted Incentive plans.
* Worked on off-boarding process and taken Exit interviews.
* Worked on various policies which include creating SOP of recruitment, Travel policy, Time Leave and OT policy, created HR Manual, Exit process.

**Company: Team Lease Company Pvt Ltd**

**Duration: January 2016 – September 2017**

**Profile: SR.Career Consultant**

**Job Responsibility:**

* Having good exposure to work on various IT and Non IT skills.
* Sourcing & Screening profile as per requirement.
* Screened candidate for their eligibility for requirements on technologies, background, interest and availability.
* Worked on Mid-level Hiring.
* Coordinating with Manager, Hiring HR person as Cline coordinator.
* While sourcing candidate, I have worked on different Job Portals like Naukri, Monster, Timesjob, Indeed, Linkedin.
* Sharing profile with client as per their vacant positions.
* Handled a team of 6 members and guided them to close different positions.
* Post-selection, documentation & BG
* Effectively negotiated pay rates with candidates as per Pay-scales of Client.
* On-Boarding & enrollment formalities.
* Worked on Contract-to-hire & Permanent, both positions.

**Company: Global Innovsource**

**Duration: May 2015 - Dec 2015**

**Profile: Sourcing Executive**

**Job Responsibility:**

* Hiring for International & Domestic BPO/ITO, Voice, Non-Voice & Technical process.
* Worked on Entry level hiring, Bulk Hiring.
* Interaction with Client companies for different Job requirements.
* Coordinating, Conducting and Scheduling Interviews with Clients.
* Sourcing, Screening & Scheduling Candidates from different portals such as Monster, Naukri, Timesjobs, Shine.com, Careesma.com.
* Employee Referrals & Recruitment Drives
* Taking telephonic and face to face interviews.
* Worked on permanent hiring for Client companies.
* Active participation is various Job fairs.

**Project Undertaken:**

**Summer Internship Project**

**Project title:** Recruitment & Selection At HR Remedy India ( June-July 2014)

**Duration**: 2 months

**Work Performed:** Work of job portal sites, done job posting, short-listing of CV, taking telephonic interview, scheduling interview.

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| **Educational Qualifications:** |

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| STANDARD | BOARD/UNIVERSITY | SUBJECTS | YEAR OF PASSING |
| POST GRADUATION | PUNE UNIVERSITY | MBA | 2016 |
| GRADUATION | PUNE UNIVERSITY | B.Com | 2014 |
| 12th | Maha Board | SCIENCE | 2011 |
| 10th | Maha Board | SCIENCE | 2008 |

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| **Personal Details:** |

Name **: Ajinkya Sunil Ghodke**

Gender **:** Male

Marital Status **:** Single

Nationality **:** Indian

Permanent Address **:** Sr No.111/1,plot No 34, Flat No 34 Porwal Park Yerwad Pune 411006

Language Known **:** English, Hindi, Marathi

Date of Birth **:** 20-Jun-1992

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| **Declaration:** |

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place:** PUNE (Ajinkya Ghodke**)**

Candidate’s Name