**PALLAVI MANIK GANGURDE**

9604836387

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**Objective:**

To work in such a way that develops not only company but Employees too. A position in the Human Resources field where I can utilize proven people-oriented skills to develop and promote a positive work environment.

**HR Skills:**

|  |  |
| --- | --- |
| * Recruitment and Selection | * Employee Relation |
| * Statutory compliances | * Employee Welfare |
| * Joining and Exit Formality | * Induction |
| * Employee Database | * Policy Forming |
| * Benefits and Compensation | * Grievance Handling |
| * Motivating Employees | * Attendance & Leave Management |

**Academic Qualification :**

* Done MPM (Master In Personnel Management) from Pune University in 2013 with First class.
* Passed Graduation in Bachelor of Business Management (BBM IB) in 2011 with first class.
* Passed SSC in 2006 with Higher Second Class from Pethe High School, Nashik.

**Work Experience:-**

**Master Brain Placement (MB Placement)**

Leading manpower providing services. Based at Nashik and having branches at Daman & Ahmednagar

**As a HR Executive, March 2014 to till October 2014**

**Job Profile:-**

* Checking mails of Client Company
* Registration of new candidates
* Interaction with Client on a day-to-day basis to keep track of current requirements.
* Coordination with the client company for In-depth knowledge of received requirement.
* Handling the junior to senior level management positions.
* Understand the requirement given by client company.
* Selecting candidates through Internal Database, Job-portals & References.
* Maintaining database of the candidates and scheduling their interviews with the clients.
* Interviewing (Face-to-Face/Telephonic) & short-listing candidates for the clients.
* Screening, short listing candidates as per client’s requirement.
* Communicate with suitable candidates for opening.
* Coordinate between client and candidates for scheduling the interview.
* Arranging Personal or Telephonic or Skype Interview of candidates as per necessity
* Timely feedback from client company and candidates to complete the selection procedure.
* Maintaining the database for future needs.
* Worked for Manufacturing, Pharma, Service Industry.
* Worked for Ground to Top level manpower.

**Current Employer:**

**Vijay Web Solutions India Pvt. Ltd., Nashik**

A Complete solution for Web Development & Mobile Application Development.

**HR Executive**, from November 2014 to till date

**Job Responsibility:**

* Recruitment by using Portals, Internal Database, Employee Reference;
* Joining and Exit Formalities;
* Researching a employees references and academic qualifications.
* Setting up and maintaining a employee’s personnel files.
* Making sure that all employee records are accurate and well maintained.
* Maintenance of employee database;
* Maintaining /Updating Leave Records;
* Record, maintain and monitor attendance to ensure employee punctuality;
* Placement Assistance (making tie-ups with the companies and scheduling the interview for the candidates);
* Issuing Warning, Increment, Termination, Confirmation, Absconding Letters;
* Resolve grievances or queries that any of the employees have.
* Attendance and leave management
* Organizing events and other activities.
* Responsible for employee relations.
* Handling Statutory Compliance
* Policy Formation
* Involved in the performance review of staff.
* Drafting email, letters, as per management’s instructions.

**Computer Skills**

* MS Office, Adobe Reader
* Proficient with MS Outlook, Thunderbird
* Proficient with search engines like MS Internet Explorer & Google Chrome.

**EXTRA CURRICULAR ACTIVITIES:**

* Sanskrit & English Elementary Exam
* Elementary Exam of Drawing
* NCC-A Certificate
* Participated in Management Week Program
* User friendly with Internet, MS Office

**Project Done In 3rd Year BBM :**

On the topic “Employees Benefits And Services” at Indian Oil Corporation Ltd. Nashik

**Internship Done IN MPM**

“Work Life Balance” at Schneider Electric India Pvt. Ltd. Nashik in MPM (3rd Sem.)

**Strengths:**

* Dedicated, ambitious and smart working with commitment and excellence.
* A fast learner
* Adapt well to changes, a team player.

**Personal Information:**

Address : N-42/ AC-1/ 11-2, Pawan Nagar, New Cidco-422009, Nashik.

Date of Birth : 8th November 1990

Gender : Female

Nationality : Indian

Marital Status : Single

Relocation : ready for Mumbai

Languages Known : Marathi, Hindi, English

Hobbies : Composing Poem, Watching Movies, Cooking, Surfing on net

**DECLARATION**

I hereby declare that all the above-furnished details are true to the best of my knowledge and sufficient proof will be produced if necessary.

**Date : Place : Nashik**

**Signature:**