

CONTACT



Shraddha Pingale

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OBJECTIVE

Strategic Senior HR Executive known for outstanding productivity and efficiency in task completion. Specialize in workforce planning, employee relations, talent management and training & management. Seasoned background in developing and implementing strategic HR policies. Instrumental in driving organizational success through effective personnel management and fostering a positive work culture.

EXPERIENCE

June 2025 -

- **Freelance HR Consultant**
Gentoro People Consulting
Recruitment and Selection
Interview Scheduling
Client Management

Jan 2025 - June 2025

- **Freelance HR Consultant**
Equitable IT Services
Recruitment and Selection
Joining Formalities
Induction Process
Onboarding Process
Documentation

Nov 2024 - Jan 2025

- **Senior HR Executive**
JiBe Data Analytics Services Pvt Ltd
Managed onboarding of new hires accross 25+ countries
Conducted induction processes
Assisted in SOC Audit.
Managed Learning Management System (LMS)
Oversaw Attendance Management
Creating Offer letters/Agreements

Jul 2022 - Apr 2024

- **Senior HR Executive (Onboarding Specialist)**
Randstad India Pvt Ltd

Worked as Welcome Center Coordinator(Rest of the World):
Includes 16 countries(Philippines, Taiwan, Singapore, Ireland, Indonesia, Itay, Switzerland, Brazil, Mexico, Spain, Canada, Poland, Japan, UK-GBR, South Korea, France)
Post onboarding process
Guidance calls with the hiring managers
New Employee Orientation
Coordination with stakeholders
Documentation (For all 16 countries)

Worked as Welcome Center Coordinator(India):
Pre and Post Onboarding Process
To conduct New Employee Orientation & Onboarding calls for all the new hires
Coordinate with hiring managers, TA & RPO team
Report Generation on daily basis (Data Analysis)

Worked as Welcome Center Coordinator(US):
To order IT equipment's for all the new hires

I9 Verification & Collection
Coordination with hiring managers

Jan 2019 - May
2022

- **HR Manager**
ORNET Technologies Pvt Ltd
Recruitment & Selection
Training & Development
Joining Process of New Employees
Induction Process
Making JD's of various profiles
Creating Offer letters, Agreements
Policy Formulation
Exit Formalities of Employees
Event Management
Employee Engagement
KRA/KPI of Team Leaders and other Employees
Employee Aspirations
Leave Management

EDUCATION

2019

- **Mahatma Education Society**
MMS - HR
69%

2017

- **Mahatma Education Society**
BSc - IT
75.74%

SKILLS

- Team Building & Training and Development
- Decision Making & Problem Solving
- Quick Learner
- Good Communication skills & Internal Communications
- Workforce Planning and Talent Management
- Employee Relations & Organizational Development
- Exit Interviews & Policy Implementation
- Drafting and Documentation

ACHIEVEMENTS & AWARDS

- Performer of the year 2021, 2020 & 2019 in ORNET Technologies Pvt Ltd
- Participated in The Blessing & Blight of the Covid-19 Pandemic in Technological Era
- PHIMSR TATVA job fair Art of Interpersonal Skills & Communication Etiquette Behavioral & Soft Skills Workshop Path Finder Workshop
- Participated in other college annual event (SIES Nerul-Insurance-A Road Ahead Seminar)
- Secured prizes in various events (Nail art, Rangoli Making)

PERSONAL DETAILS

- Date of Birth : 19 Dec 1996
- Marital Status : Married
- Gender : Female
- Nationality : Indian

IT SKILLS

- CRM
- Success Factors
- Service Now (For Ticketing System)
- Employee Central
- Zoho
- Wrike