

Poonam Raghav

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Professional Summary

Highly motivated and detail-oriented Group Team Lead – Human Excellence Process with proven experience in Human Resources operations, team leadership, and consultancy services.

Demonstrates strong organizational skills, effective communication, and a people-first mindset to drive results. Adept at managing recruitment, onboarding, employee evaluations, and cross-functional coordination to enhance business efficiency.

Education

Bharati Vidyapeeth University [2021-2023] — MBA in Finance & HR

St. Wilfred College, Panvel [2018-2021] — Bachelor's in Accounting & Finance

Professional Experience

Aviyana Ventures Private Limited, Kalamboli, Navi Mumbai

Sep 2023 – Jun 2025

Group Team Lead – Human Excellence Process

- Spearheaded internal HR operations, managing end-to-end recruitment through platforms such as LinkedIn, Shine, Monster, Indeed, TimesJobs, and Job Hai.
- Conducted interviews, shortlisted candidates, and led the onboarding process including induction and training.
- Provided hands-on software training and support to employees to streamline internal HR processes.
- Managed a diverse HR team, overseeing workload distribution, tracking performance, and motivating team members.
- Conducted regular performance evaluations with constructive feedback and action plans for skill development.
- Led weekly review meetings to ensure alignment with company goals and KPI achievements.
- Maintained accurate employee records, tracked HR documentation, and ensured policy compliance.
- Oversaw invoicing, client follow-ups, and payment reconciliation as part of cross-functional responsibilities.
- Acted as a key link between senior leadership and staff to ensure a transparent and responsive workplace culture.

Medicover Hospital, Kharghar

Oct 2022 – Nov 2022

Associate – Business Development (Intern)

- Rotated across departments to understand hospital operations and business workflows.
- Learned sales and growth strategies aligned with healthcare marketing.

Patanjali Peya Private Limited, Navi Mumbai

Jun 2022 – Aug 2022

Finance and HR Trainee

- Trained in stock entry, procurement, payment processing, and expense tracking.
- Assisted with initial screening of candidates and interview coordination.

Certifications & Achievements

- MBA Class Representative
- Awarded “Versatile Performer” – MBA Program
- Coordinator – Convocation & Certificate Distribution Ceremony
- Event Lead – International Women’s Day Celebration

Core Skills

- Team Leadership & Management
- End-to-End Recruitment
- Employee Onboarding & Induction
- Performance Evaluation & Feedback
- HR Documentation & Records
- Client Communication & Invoicing
- Excellent Communication & Interpersonal Skills
- Software & Tools Training
- MS Excel & PowerPoint Proficiency