

PRADNYA TAMBE

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Contact Number: 9209479894

Location: Navi Mumbai

DOB: 09/09/1995

ABOUT ME

As an experienced HR , I bring a strong passion for talent acquisition and a proven ability to identify, attract, and place top-tier candidates across various industries

WORK EXPERIENCE:

SARLA ADVANTECH PVT LTD (ATS Global) | April 2025 – to present

- Handling End-End Sourcing activities of the Company at Pan India level.
- Draft and post job ads on various job boards, social media, and internal channels.
- Coordinate the onboarding process for new hires, including preparing welcome materials, scheduling orientations, and facilitating smooth integration.
- Prepare and manage employment documentation such as offer letters
- Assist in the preparation and processing of payroll, ensuring timely and accurate payment to employees.
- Address employee inquiries regarding payroll and benefits, resolving any issues promptly.
- Ensure HR policies, practices, and documentation comply with labor laws, employment regulations, and company policies.

PPLANET HR SERVICES | April 2022 – April 2025 |

- Sourcing potential candidate through head hunting, online channels (social media, Naukri, Shine, indeed, LinkedIn, IIM Jobs)
- Familiarity with applicant tracking systems (ATS)
- Industries Handled: Financial Services(broking), IT, Manufacturing, Construction, Educational, Management Consulting, AMC, Healthcare, Retail, Real Estate, Renewable
- Positions Handled: IT Positions: QA Analyst, Front End Developer, Backend Developer, Network Security Engineer, Network Engineer, Solution Architect
Non-IT Positions: CFO, Digital Initiative, BD, Content Writer, VP/AVP Finance, Project Manager, Social media manager, Nurse and many more.

EDUCATION:

- MBA in HR & Environment from Chhatrapati Shahu Institute of Business Education and Research, 2021
- BE in Computers from Saraswati Collage of Engineering, 2017

INTERESTS:

- Cooking, travelling, watching movies

DATE:**SIGNATURE:**