

## CONTACT



### Shraddha Pingale

Rasayani  
 7276586678  
 @ hr.shraddha2019@gmail.com

## OBJECTIVE

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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

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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 across 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, Italy, 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

Jan 2019 - May  
2022

- I9 Verification & Collection  
Coordination with hiring managers
- **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

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- 2019
- **Mahatma Education Society**  
MMS - HR  
69%
- 2017
- **Mahatma Education Society**  
BSc - IT  
75.74%

## SKILLS

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- 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

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- 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

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

## IT SKILLS

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