

GAYATRI NAGAONKAR

Enthusiastic HR Professional | Post Graduation in Human Resource Management

📞 : +91-9004251959

✉ : gayatrinagaonkar100@gmail.com

📍 : Navi -Mumbai (Panvel West)

Seeking an Opportunity in the area of...

✦ Employee Onboarding ✦ Payroll Management ✦ HR Generalist ✦ Training & Development ✦ Joining Formalities
✦ HR Operations ✦ Attendance Management ✦ Exit Formalities ✦ Leave Management ✦ Induction Program

PROFILE SUMMARY

Ambitious HR graduate equipped with a solid foundation in human resources practices and a keen interest in HR Generalist functions. Eager to contribute to a forward-thinking organization as an HR Generalist, bringing an academic background in talent acquisition, employee relations, and HR program administration. Adept at fostering a positive workplace culture while ensuring compliance with labor laws. Ready to apply academic knowledge and practical skills to drive organizational success and employee satisfaction.

WORK EXPERIENCE

- **S5 Agency World Pvt Ltd [HR Trainee] [From 02nd July 2025] to Present.**
 1. Sourcing
 2. Screening Resumes
 3. Scheduling and arranging interviews
 4. Handling Recruitment cycle, Responsible for the initial round of the Interviews (HR Round)

- **Symec Engineers (India) PVT LTD. [HR Assistant from March 2024 to March 2025]**

Symec Engineers (India) PVT LTD. [Promoted as a HR Executive on 1st April 2025 to 27th June 2025]

- Design and update Job Description
- Sourcing
- Screening Resumes
- Job Posting (Social Media & Job Portals)
- Collaborate with Colleges, Institutes and Placements Service
- Scheduling and arranging interviews.
- Handling Recruitment cycle, Responsible for the initial round of the Interviews (HR Round)
- Managing Candidate Database
- Background Verification
- Induction & Joining Formalities
- Maintaining records of the Employees
- Issue of Offer Letter on the first day of the Joining&if all documentations are complete then issue of appointment letter.
- Collaborate with managers to identify future hiring needs
- Provide shortlists of qualified candidates to hiring managers
- Handling of attendance and leave records
- Creation of Increment Letter / Reliving Letter / Experience Letter / Promotion Letter
- Exit Formalities

CORE COMPETENCIES

✦ Compensation & Benefits:


- Applied knowledge of basic compensation structures and benefits administration gained through coursework and practical exercises.
- Utilized market research and analysis skills to ensure competitive and attractive compensation packages in simulated scenarios.

- Contributed to discussions on the design and implementation of employee benefits programs during academic projects.
- ✦ **Manpower Planning:**
 - Acquired knowledge of manpower planning principles and techniques during the HR post-graduate course.
 - Analyzed workforce trends in case studies to contribute to strategic planning for future manpower needs.
- ✦ **Recruitment and Selection:**
 - Demonstrated proficiency in the recruitment life cycle through practical assignments and simulations.
 - Utilized effective sourcing strategies learned in class to attract and identify qualified candidates.
 - Contributed insights to the development of job descriptions and interview processes in academic settings.
- ✦ **Performance Management System:**
 - Applied understanding of performance management concepts and systems during coursework.
 - Contributed to discussions on the implementation and maintenance of performance appraisal processes.
 - Participated in exercises involving goal-setting, feedback, and development planning.
- ✦ **Employee Development:**
 - Developed awareness of employee development principles and practices through academic modules.
 - Participated in supporting training initiatives and understanding career development programs.
 - Recognized the importance of continuous learning and skill enhancement in the context of academic discourse.
- ✦ **Talent Management:**
 - Acquired knowledge of talent management strategies during the course.
 - Participated in discussions and exercises related to the identification and nurturing of high-potential employees.
 - Understood the link between talent management and organizational growth.

EDUCATION

 **Post-Graduate Diploma in Human Resource Management (PGDBM – HRM)**

From Narsee Monjee Institute of Management Studies (NMIMS), Year 2023

 **Bachelor of Mass Media (BMM) – from the University of Mumbai, Year 2020**

Languages: English, Hindi, Marathi

Date of Birth: 19th Oct, 1999

