

# PRANALI ANGRE

HR 📍 THĀNE, INDIA 📞 8454832941

## ◦ DETAILS ◦

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## ◦ SKILLS ◦

Human Resources

Recruitment Processes

Team Collaboration

Effective Communication

Documentation

Onboarding process and  
Induction

HR Dashboards

Training cordination

HR Dashboards

Background verification checks



## PROFILE

Dynamic HR professional with over 4 years of experience in streamlining recruitment processes. Expertise in fostering collaborative environments and implementing effective HR policies to support organizational objectives. Proven ability to manage onboarding and performance management initiatives, contributing to workforce development and motivation. Skilled in effective communication and team collaboration, driving positive workplace cultures through active employee engagement. Ready to leverage this diverse background in a challenging HR role.



## EMPLOYMENT HISTORY

### Executive- HR at Janak Healthcare Pvt. Ltd., Mumbai

January 2015 — July 2016

- Worked with the recruiting team to accomplish hiring objectives.
- Supported Management in implementing personal policies and procedures.
- Enhancing employee relations and streamlining HR processes.
- Responsibilities included on boarding, induction and employee engagement initiatives.
- Active participation in training programs contributed to workforce development and motivation.
- Conducting employee background checks.
- Maintain Database and personal file documentation.
- Maintain Probation/ confirmation track.
- Conducting Medical check-ups of employees.
- Maintain HR Dashboard monthly.
- Day to day Operational and Administrative activities.


#### Achievements-

- Initiated new procedures of employee orientation for all new teammates.
- appreciation received by AVP-HR for implementing Kaizan concept for employee files.

### Assistant- HR & Administration at Sula Vineyards

September 2012 — December 2014

- As an Assistant in HR & Administration at Sula Vineyards, tasks involved supporting the HR functions and assisting in administrative duties.
- The role required effective coordination of recruitment processes and managing employee records.
- Participation in organizing company events fostered a positive workplace culture.
- Engaging with employees to address their concerns and provide support was also a key aspect of the position.
- Training needs Identification through the process of performance appraisal and organisational change.
- Prepare a training calendar based on appraisal form received by HOD's.
- prepare and analyse Training effectiveness report.



### **HR Trainee (Contractual Role) at Ardent Isys Technologies**

December 2011 — August 2012

- During the HR Trainee role at Ardent Isys Technologies, exposure to various HR functions was gained, emphasizing recruitment and employee onboarding.
- Orientation and Induction of new Joinees.
- documentation of new Joinees.
- Manage HR and Administration work.




### **EDUCATION**



#### **Masters of Business Administration, IBMR, Pune, Pune**

June 2009 — May 2011




#### **Bachelors of Management Studies, G.N. Khalsa College, Mumbai**

June 2005 — May 2008



### **COURSES**



#### **Diploma in HRM, Welingkar Institute, Matunga**

June 2008 — March 2009