

# SHAMIKA KANDALGAONKAR

## HR & ADMIN EXECUTIVE

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📍 204, Budhubai Vaiity Niwas,  
Navghar 1<sup>st</sup> Lane, Mulund  
East, Mumbai - 400081

### EDUCATION

PGDM in Human Resource

2022 - 2024

BMS from Mumbai University

2019 - 2022

HSC from Mumbai University

2017-2019

### SKILLS

- Creative mind with quick learner and grasping skill
- Confident with good communication skills
- Multi tasking and time management

### LANGUAGE

English

Marathi

Hindi

### About Me

I am a HR professional with hands-on experience in core HR functions beyond recruitment, including employee onboarding, documentation, attendance & leave tracking, and employee engagement activities. Detail-oriented and process-driven, I am now seeking opportunities in HR Operations to further strengthen my skills in streamlining HR processes and supporting organizational goals.

### WORK EXPERIENCE

January 2025 - Present

Technovalue Solutions Pvt Ltd - Koparkhairne (Navi Mumbai)

HR & Admin Executive

- Managing end to end hiring process & onboarding new employees.
- Organizing training programs & employee development.
- Resolving workplace issues and promoting a positive culture
- Vendor management

September 2022 - 2024

7 Consultancy - Mahape (Navi Mumbai)

HR Recruiter

- Design and update job description
- Source potential candidates from various online channels
- Screen incoming resumes and application forms
- Schedule candidates interviews (via phone, video and in-person)
- Advertise job openings on company's careers page, social media, job boards and internally

### COMPUTER SKILLS

- **MS Office excel**

- **Microsoft word**