

PRADNYA PRALHAD DURGADE
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CAREER OBJECTIVE

Motivated and passionate Human Resources professional with over 4 years of hands-on experience in recruitment, HR operations, and employee engagement. Currently pursuing an MBA in Human Resources from **Symbiosis Pune**, I aim to contribute to a progressive organization by leveraging my expertise in people management, process improvement, and HR strategy, while continuing to enhance my professional capabilities.

PROFESSIONAL EXPERIENCE

RUMARA Engineering, Vashi – Navi Mumbai
HR & Admin Executive | November 2023 – Present

- Manage end-to-end HR operations including recruitment, onboarding, attendance management, and payroll processing.
- Partner with hiring managers to understand manpower requirements.
- Conduct employee induction and onboarding programs to ensure smooth integration of new hires.
- Assess training needs and coordinate learning and development initiatives for employees across all levels.
- Implement HR policies and ensure compliance across the organization.
- Coordinate administrative activities to facilitate smooth and efficient office operations.
- Design and manage referral bonus, performance bonus, incentive, and promotion programs.
- Implement and oversee performance review procedures to support employee development.
- Plan and execute various employee engagement activities, rewards & recognition, and other organizational initiatives to enhance workplace culture.
- Handle end-to-end full and final settlements and clearance processes for exiting employees.
- Maintain adherence to official email communication standards and documentation protocols.
- Contribute to ISO audits and ensure data-driven HR operations and reporting.
- Handle employee queries and grievances with a solution-oriented approach.

PCI Analytics Pvt. Ltd., Thane – Wagle Estate

HR / Admin Assistant | November 2021 – October 2023

- Conduct job analysis and implement effective sourcing, screening, and interviewing techniques across PAN India.
- Understand hiring requirements and identify potential candidates through various sources such as Naukri, indeed, Shine, LinkedIn, internal job boards, employee referrals, vendors, and candidate references.
- Conduct interviews, manage salary negotiations, and ensure a smooth candidate selection process.
- Oversee employee induction and onboarding programs to ensure seamless integration of new hires.
- Prepare and issue offer letters, appointment letters, and other employee correspondence as per requirements.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Maintain accurate employee records, and manage documentation related to PF, ESIC, attendance, leave, and payroll support.
- Handle and resolve employee grievances in a timely and professional manner.
- Develop and manage referral bonus, performance bonus, incentive, and promotion programs.
- Design and administer compensation and benefits packages in alignment with organizational goals.
- Monitor and analyse employee retention and turnover rates to improve workforce stability.
- Organize employee engagement programs and support internal training sessions.
- Implement and manage performance review procedures to foster employee growth and productivity.
- Implement HR policies and ensure organizational compliance.
- Manage end-to-end full and final settlements and clearance procedures for exiting employees.
- Maintain professional and timely email communication and documentation for all HR processes.

Spectrum Talent Management Pvt. Ltd., Vikhroli

HR Intern – Recruiter | August 2021 – October 2021

- Assisted in sourcing, screening, and shortlisting candidates across multiple domains.
- Coordinated interviews and maintained candidate databases.
- Developed understanding of client requirements and hiring processes.

CORE COMPETENCIES

- Talent Acquisition, Recruitment & Retention Strategies
- Performance Management & Goal Alignment
- Onboarding, Orientation & Induction Programs
- Employee Engagement, Relations & Conflict Resolution
- Learning, Training & Development Initiatives

- HR Policy Implementation, Compliance & Operations
 - Strategic HR Planning & Workforce Optimization
 - Analytical Thinking, Problem Solving & Data-Driven Decision Making
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CERTIFICATION

- Preparing for Human Resources — University of Minnesota (Coursera)
Completed: November 2025
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EDUCATION

MBA (Human Resources Management) – Pursuing | *Expected Completion: 2027*
Bachelor of Commerce (B. Com) – Mumbai University | 2021
HSC (Commerce) – Maharashtra State Board | 2018
SSC – Maharashtra State Board | 2016

ACHIEVEMENTS

- Awarded Best Female Volunteer (2019–2020) – University & District Level
 - Served as District Leader and College NSS Leader for 3 consecutive years.
 - Organized and led 7-day Leadership Training Program (2019).
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INTERPERSONAL STRENGTHS

- Excellent communication & relationship-building abilities
 - Strong sense of responsibility and leadership
 - Adaptable, self-motivated, and a fast learner
 - Effective team player
 - Social Work- Volunteering in NGO
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PERSONAL DETAILS

Date of Birth: 28 November 2000

Languages Known: Marathi, Hindi, English

Nationality: Indian

Hobbies: Traveling, networking, and exploring new cultures

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature: _____