



SHRUTI PAWAR

Pune, MAHARASHTRA

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SUMMARY

Human Resources professional with experience in recruitment, onboarding, induction, training & development and contract Labor management. Proven ability to bridge gaps between Work forces and management, enhance employee engagement and retention. Passionate about developing strategies that not only support organization goals but boost employee satisfaction and retention.

SKILLS

- HRIS management
- Talent acquisition
- Contract Labor Management
- Employee engagement
- MS Office
- Naukri Portal
- Time Management Expertise
- Payroll Management
- Employee relations
- SAP Systems
- Tally ERP 9
- Vendor management

EXPERIENCE

HR- TRAINEE |07-2024- 07/2025

Garware Healthcare India Pvt. Ltd. , Wai, MAHARASHTRA

- Coordinated the **recruitment** and interview process with hiring managers ensuring smooth candidate experience and timely closure.
- **Contract Labor Management:** Managed 300+ contract workforce. recruit workforce through contractor, onboarding, Daily verification of attendance & OT with MIS report. Verification & reconciliation of monthly contractor bill and maintain the database.
- Conducted **onboarding** process for 20+ employee including joining formalities, conducted induction sessions and coordinating with other department for the same.
- Organized **employee engagement** activities such as sports events, Ganesh Chaturthi festival, women's day Celebration.
- Provided 100% accurate salary inputs to the payroll team, ensuring timely and error-free payroll processing.
- Served as a member of the **Internal Complaints Committee (ICC)** under the POSH Act addressing workplace concerns addressing g with union representatives , and promoting positive work environment.
- Administered and maintain the **HRIS (Human Resource Information System) CLMS, SPINE HR, ASCENT** to streamline data entry, record-keeping, attendance management of staff and contract Labor and other HR functions.
- Coordinating and **training and development** initiatives as per the SOP by update the skill matrices identify training needs and Ensure compliance with annual training hours
- Contributed to **ISO 13485** Quality Management System (QMS) audit, handled HR related compliance and documentation.
- Oversaw **canteen administration** including distribution of canteen coupons , Ensure food quality, hygiene, and discipline in the canteen.

INTERN | 09/2023 - 12/2023
AMS HR Pvt. Ltd. Pune
Recruitment

- Sourced and identified candidates using job postings, job boards, social media, recruiting tools such as linkedIn , naukri portal.
 - screen resumes and applications to identify potential candidate Conducted phone interviews, administered pre-employment assessments, and negotiated job offers.
 - Created effective recruitment plans for acquiring top talent. Maintain accurate records of all recruiting activities collaborate with company HR to understand job requirement and desired qualification hiring.
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EDUCATION

MBA- HR |Pune University

08/2024

Prin. N.G. Naralkar Institute of Research & Career Development, Pune

BMS – Finance |Mumbai University

04/2021

Dr. B. Ambedkar college, Mahad

CERTIFICATIONS

- Payroll Management -2024
- MS Office -2024
- Tally ERP 9-2021