

Gayatri Tawade

(Human Resource)

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Resume Summary

Dynamic and result-oriented Human Resources professional with a background in biotechnology and a specialization in HR management. Skilled in talent acquisition, recruitment, and employee engagement, with a focus on building inclusive and productive workplace environments. Adept at aligning HR strategies with organizational objectives and bridging the gap between technical and managerial teams to drive collaboration and innovation. Committed to fostering positive employee experiences and delivering impactful HR solutions that support business growth.

Education

Master of Business Administration

(2024-present)

- Masters in Human Resource Management from MIT-World Peace University

Bachelor of Science

(2019 - 2023)

- D. Y. Patil Vidyapeeth, Pune with **A+** grade
- **CGPA- 9.10**

Experience

Butsugen Technologies

Human Resource Intern (Full Time)

(Jan 2024-Jun 2024)

- Assisted in the recruitment process, including sourcing candidates, conducting initial screenings, and coordinating interviews for various technical and non-technical roles.
- Participated in onboarding processes, ensuring smooth integration of new hires by managing orientation sessions and employee documentation.
- Supported the HR team in maintaining employee records, updating HR databases, and preparing HR reports for management.
- Collaborated on employee engagement initiatives such as team-building activities and internal communication strategies to foster a positive work environment.

Skills

- **Talent Acquisition & Recruitment** – Expertise in sourcing, interviewing, and hiring top talent for diverse roles.
- **Employee Relations** – Strong ability to foster a positive work environment and resolve employee conflicts effectively.
- **HR Policies & Compliance** – Knowledge of employment laws, labor regulations, and ensuring organizational compliance.
- **Onboarding & Offboarding** – Streamlining the onboarding process to improve employee experience and retention, and managing smooth offboarding.
- **Soft Skills-** Interpersonal Skills, Ethical Judgment, Problem-Solving, Teamwork, Adaptability.

Certifications

- HR Analytics for Business Decisions Coursera |Aug, 2024.
- Recruitment and Selection Strategies Udemy |June 2024.

Extra- Curricular Activities

- **Training & Placement Drive Member** | Collaborated in organizing and facilitating campus recruitment drives, supporting student placement and employer engagement efforts.
- **Team Lead, Industry Visit** | Led a team in organizing industry visits to HR departments, providing students with exposure to real-world HR operations.

- **Training Facilitator** | Conducted peer training sessions on resume building and interview skills, supporting career development initiatives.
- **Diversity and Inclusion Committee Member** | Contributed to initiatives promoting diversity and inclusion within the university community, fostering an inclusive environment.