

## SNEHAL RAKH

### OBJECTIVE

- To build a long-term career in HR with opportunities for career growth.
- To enhance my educational and professional skills in a stable and dynamic workplace.
- To solve problems in a creative and effective manner in a challenging position.

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### SKILLS

- Detail-oriented, efficient and Organized professional with extensive experience in HR systems.
  - Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
  - Excellent communication skills.
  - Highly trustworthy, discreet and ethical.
  - Resourceful in the completion of projects, effective at multi-tasking.
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## **WORK EXPERIENCE**

***Coral Bling Services PVT LTD. – HR Team Manager***  
***(Aug 2021- till now )***

### ***Daily job duties and responsibilities***

- ☐ Update current and design new recruiting procedures (e.g. job application and onboarding processes)
- ☐ Supervise the recruiting team and report on its performance
- ☐ Keep track of recruiting metrics
- ☐ Implement new sourcing methods
- ☐ Review recruitment software and suggest the best option for company needs
- ☐ Research and choose job advertising options
- ☐ Recommend ways to improve our employer brand
- ☐ Coordinate with department managers to forecast future hiring needs
- ☐ Stay up-to-date on labor legislation and inform recruiters and managers about changes in regulations

***PURONIZE PVT. LTD. – HR Admin Manager***

***(June 2020 – June 2021)***

***Daily job duties and responsibilities***

- Preparation of PPTs etc.
- Coordination with vendors
- Providing electrical & administrative support to human resources executives.
- Compiling & update employee records.
- Coordinate HR projects (meeting, training, survey) & take minutes.
- Promoting equality & diversity as part of the culture of the organization.
- Recruiting staff, which involves developing job descriptions & person specification, short listing & selecting candidates.
- Planning & sometimes delivering training including induction for new staff.
- The work is office based but may involve travel to other site.
- Maintains employee confidence & protects operation by keeping human resource information confidential.
- Maintain technical knowledge by attending educational workshops reviewing publication.
- Contribute to team effort by accomplishing related result as needed.
- Maintain employee records according to policy & legal requirement.
- Prepare budget of human resources operation.
- Investigating accidents & prepare reports for insurance carrier. Coordinates safety committee meeting & acts as safety directors.

- Administered benefit programs such as life, health & dental insurance pension plans, sick leave, leave of absence.
- Coordinates management training, in interviewing hiring, terminations, promotions, performance review, safety & harassment.
- Identifies legal requirement & government reporting regulations affecting human resources functions & ensures policies, procedure & reporting are in compliance studies legislations arbitration decision & collective bargaining contracts to assess industry trends.

TURIAN LABS – ADMIN EXECUTIVE –  
(Sept 2019 – May 2020)

***Daily job duties and responsibilities***

- Recruitment co-ordination
- Logistics management  
(Booking Flights, Hotels, Cabs, Facilities for study, with keeping mind what the requirement is)
- Facility & conference arrangement
- Coordination with client and vendors
- Bill cross checking & settlement
- Reimbursement checking & settlement
- Database management
- Documentation
- Courier inward & outward
- Office upkeep
- Preparing Purchase order for Vendors
- Any other arrangement

ASPIRE BUSINESS SOLUTIONS – HR MANAGER – (1 year 3 months )  
(June 2018-Sept 2019)

***Daily job duties and responsibilities***

- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Compiling reports and spreadsheets and preparing spreadsheets

***Recruitment/New Hire Process***

- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information
- Ensuring background and reference checks are completed
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process
- Administering new employment assessments
- Serving as a point person for all new employee questions

***Payroll and Benefits Administration***

- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Answering payroll questions
- Facilitating resolutions to any payroll errors

## ***Record Maintenance***

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Performing payroll/benefit-related reconciliations
- Performing payroll and benefits audits and recommending any correction action
- Completing termination paperwork and assisting with exit interviews

VLD WELLNESS PVT LTD - 12MONTHS (2018)  
(AS BDE , ASSISTANT MANAGER IN ADMINISTRATION)

- Helping in daily activities related to organization
- Handling interview of candidates and scheduling them by co- ordination
- Mailing & directing the candidates
- Recording monthly work done by consultant
- Handling every workshop and generating leads and mailing them as per the workshop
- Profile in business development
- Maintaining client relations with organization

VLD HEALTHCARE PVT LTD- 3 MONTHS (2017)  
(AS Jr. ACCOUNT ASSISTANT)

- Assisting for accountancy
- Managing bills
- Layout of salaries of consultant

**QUALIFICATION**

SR. NO	QUALIFICATION	SCHOOL/COLLEGE	GRADE	UNIVERSITY
1	SSC	JOG EDUCATIONAL TRUST	SECOND CLASS	PUNE UNIVERSITY
2	HSC	GARWARE COLLEGE OF COMMERCE	SECOND CLASS	PUNE UNIVERSITY
3	BCOM	GARWARE COLLEGE OF COMMERCE	SECOND CLASS	PUNE UNIVERSITY
4	MBA	SIMCA (SPECI- FIN )	SECOND CLASS	PUNE UNIVERSITY

**INTERNSHIP**

- M/S MONEY VISION BUSINESS SERVICES PVT. LTD- 2MONTHS  
(AS AN INTERN FOR MBA)

**CERTIFICATES**

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- TALLY
  - NSS 7 DAYS CAMP CERTIFICATE
  - NSS WINNER OF THE MATCH
  - BEST GROUP AT NSS CAMP etc.



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**PERSONAL INFORMATION**

Name : Snehal Akash Aghav

DOB : 06<sup>th</sup> Oct 1995

Blood : O+

Address (Perm.): 12<sup>th</sup> floor, I wing, Tamarind Park, Dhayari, Pune.

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**HOBBY**

- Traveling
- Music
- Curiosity of learning new things/new work.

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**Declaration**

- I hereby declare that all above mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars.

(SNEHAL AGHAV)