

SUMMARY

The grab an opportunity and set myself a goal where I can be innovative and attain a challenging position by exercising my interpersonal skills to the optimal growth of the organization and myself.

SKILLS

Work Under Pressure

Teamwork

Communicative

Adaptability

Emotional Intelligent

EXPERIENCE

Training Coordinator

Dragonfly Foundation *Dec 2022 - Present*

Recruitment and on boarding HR coordinators assist with and facilitate all key HR functions. When it comes to the recruitment and onboarding of new hires, responsibilities include:

Assisting with the identification, selection, and interviewing of candidates

Supporting the administrative part of the new hire process (screening, contracts, updating of HR systems)

Helping out where necessary during the pre-boarding and onboarding of employees, i.e. staying in touch with them, answering their questions, sending them relevant material, and so on

Administrative tasks A relatively big chunk of the HR coordinator’s work consists of performing administrative tasks. These include:

General administration and coordination

Answering all internal and external HR-related queries and requests

Assisting with payroll administration

Maintaining and updating employee records (in an HRS)

Assisting with (and executing) the termination process

Scheduling meetings, events, interviews, etc.

Performance management Performance management is another area where the HR coordinator provides support. This support translates into the following responsibilities:

Preparing materials for the performance review

Assisting with performance management procedures

Organizing performance reviews

Talent Acquisition Executive

Anirvedh HR Consultant *Jan 2022 - Dec 2022*

HR Recruiter Job Responsibilities and Duties

Identifies staffing needs

Writes job descriptions for needed positions

Constructs and develops a recruitment system for the company

Creates a recruitment network on social media and other mediums

Screens and interviews candidates

- Presents a shortlist of candidates to management

HR Executive

Agrowon Agrotech Industries Pvt.Ltd *Feb 2021 - Dec 2021*

- Searching, resume screening, screening calls, interview, background check, reference check, decision and job offer
- Schedule and coordinate recruitment drives, meetings, appointments for new joiners
- Responsible for completing all the joining and exit formalities
- Maintaining employee records and updating databases internally
- Responsible for updating HR policies
- Conducting various welfare activities
- HR, Project: Training Effectiveness and its Impact

EDUCATION

MBA HR

APIMR College, landewadi. *Jun 2019 - Dec 2022*

LANGUAGES

English



Hindi



Marathi



HOBBIES

Movies

Interacting with people

Dance

EXPERTISE

Microsoft Word



Microsoft Excel



Microsoft Power
Point

