

Curriculum Vitae

Sayali Narendra Dhavale

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OBJECTIVE

Aspire to be in an organization with challenging work environment to achieve organizational objectives utilizing my skills coupled with smart work.

SKILLS PROFILE

- MBA in Human Resources Management with 1 year and 3 months of professional experience in Human Resources and Admin Department.
- Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
- Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

CORE COMPETENCIES

- Aggressive.
- Effective communication skills.
- Ability to maintain interpersonal relations.
- Exquisite organizational & management skills.
- Confident.
- Honest.

EDUCATIONAL CREDENTIALS

- Master of Business Administration with HR specialization with Second Class.
- Bachelor of Business Administration with Second Class.
- HSC (Science) from State Board with Second Class.
- SSC from State Board with First Class.

WORK EXPERIENCE

1. Worked as an IT Recruiter at Credence Consultancy Services (Dec-2016- Sept-2017)

Job Responsibilities:

1. Recruitment.

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Coordinating with the HR's of other companies for recruitment drives, arranging meeting for same.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing job descriptions, Placing adds related to openings on job portals (quicker, Indeed, etc) .

2. Working as a HR- Admin Executive at Billionsmile Hospitality PVT. LTD (From Oct 2017- Till Date)

Job Responsibilities

1. Recruitment

- Resourcing, screening and short listing resumes through various job portals.
- Short listing the resumes based on the job requirement.
- Conducting telephone and Personal interviews with the HR Manager & Operation heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities , Exit formalities and other documentation.
- Hands on Bulk Hiring.

3. HR Administration

- Maintaining employee's personal files and records.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, etc.
- Preparation of full and final settlement.
- Generation of Experience Letters, Relieving Letters.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, etc.

COMPUTER SKILLS

- Knowledge of MS Word, Ms Power Point, Ms Excel.
- Internet surfing.

PERSONAL DETAILS

- **Date of Birth:** 21 July 1993
- **Languages known:** English, Hindi, Marathi
- **Address:** New VasathOpp to PMT Depo, katrajkondhwa road, Pune-46

DECLARATION

I hereby declare that above information provided are true to best of my knowledge and belief.

