

## POOJA GURJAR

7+ years' experience in HR  
Technouniq Engineering Pvt Ltd, Pune  
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### JOB OBJECTIVE

Seeking a challenging HR role within a growth-oriented organization, where I can leverage my HR expertise, strong communication and persuasive skills, and ability to foster cooperative efforts to contribute to the company's success and development. As a dedicated team player, I bring self-discipline, high energy, and a sense of urgency to my work.

### PROFILE SUMMARY

With over 7+ years of experience in handling various HR responsibilities.

- Talent acquisition
- Onboard & exit process
- Payroll and Leaves.
- Learning & development
- HR operations and have been involved in various aspects of employee management throughout the employee life cycle.
- Also handling multiple disciplinary in current organization.

### ORGANISATIONAL EXPERIENCE

#### **Technouniq Engineering Pvt Ltd, Pune (18<sup>th</sup> Aug 2020 till date) - HR Executive**

- End to end Talent acquisition for in house and client
- Pre-screened resumes prior to sending to corporate hiring managers for consideration-developed and implemented on-boarding and orientation programs for new employees.
- Handling payroll, Leaves and compliance
- Performance management.
- Developed and coordinated employee training programs to improve productivity and performance.
- Maintained personnel records and statistical data to establish accuracy and compliance with applicable regulations.HR Manual, Policies for the organization
- Coordinated implementation of people-related services, policies and programs through departmental staff
- Conducted performance reviews and provided feedback to managers on employee performance.
- Performed budget analysis to control expenditures and predict future budget needs.
- Co-ordination with Colleges and Universities for MOU and Campus recruitment.
- Supporting in Admin and other activities (Finance Team and Project Co-ordinator)

#### **WebCoreStone Software Solutions, Pune (01<sup>st</sup> August, 2017 to 18<sup>th</sup> August, 2020) - HR Executive**

- Conducted talent acquisition, worked with recruiting teams and human resources representatives to accomplish hiring objectives.
- Conducted phone interviews to assess applicants relevant knowledge, skills, experience and aptitudes.
- Independently conducted the induction & onboarding documentation
- Updating Employee Data like attendance, Absence etc.
- Worked on preparing role based JD across the organization
- Co-ordinated On-bound training programs.

## Janaseva Sahakari Bank Ltd: (8<sup>th</sup> March 2016 – 17<sup>th</sup> November 2016) -Trainee

- Handling frontend and backend of the software.
- Ensuring the smooth running of basic banking transactions.
- Opening new bank accounts for individuals and also companies.
- Handling any financial and banking queries face to face, over the phone or via correspondence.

## EDUCATION

PGBDM in HR from Mumbai University (Welingker's Institute, Mumbai) in April 2020  
BE Computers- from Pune University (SIT, Lonavala) in 2015  
HSC from Maharashtra State Board in 2011  
SSC from Maharashtra State Board in 2009

## SKILLS

- Well versed with MS Office and Internet Applications
- Job portals – Naukri, LinkedIn, Indeed

## ENHANCEMENTS

### Academics:

- Awarded as Techno Star for outstanding Performance in March 2023, Technouniq Engineering Pvt Ltd, Pune.
- Awarded as winner for Project Competition **Mutation 2015**, Sinhgad Institute of Technology, Lonavala.
- Awarded a Certificate for completion of **C workshop** offered by Spoken tutorial project, IIT Bombay in the year 2014.
- Awarded a Certificate for participation in Workshop of **Photoshop** held under Gusto during the year 2011.
- Awarded a Certificate for successful performance in **Science Foundation Examination** in year 2007.

### Extra-Curricular Activities

- The Department Coordinator for Techtonic under Sinhgad Karandak, 2014.
- Awarded as winners in "Throw ball Match" held under Department of Computer in the year 2014.
- Awarded as runner-up's "Cricket Match" held under Department of Computer in the year 2014.

## PERSONAL DETAILS

Date of Birth:	30 <sup>th</sup> October 1992
Address:	Yash, 629, Indraprastha Soc. II, A M College Road, Hadapsar, Pune- 411028
Marital Status:	Single
Language Known:	English, Hindi, Marathi

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Pune

Pooja V Gurjar