**CURRICULAM VITAE**

**Sneha S. Biyani (MBA – HR)** Flat No. 26,

Block II,

“Karan Palms” Society,

Mumbai-Bangalore Highway,

Warje, Pune.

**Mobile no.9168058450/9421188825**

**E-Mail ID:** sneha.biyani11@gmail.com

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| **WORK EXPERENCE : (2.9 years)** |  |  |  |  |  |  |  |

**Comapny name : Kirloskar Integrated Technologies Pvt Ltd, Pune.**

**Duration :**24th Feb 2015 to Till date ( on third party payroll)

**Designation: HR Support.**

**Responsibities :**

**Recruitment :**

* Sourcing profiles by visiting job portals as well as through Vendors & candidate referrals, job postings, maintaining CVs database, screen the CVs.
* Interacting with the candidates as well as consultants.
* Arranging the interviews of candidates.
* Conducting interviews & negotiating with candidates, Identifying candidates on the basis of technical requirements, scheduling interviews & verifying candidate’s credentials and expectations
* Generating offer letters, appointment letters, salary annexure & handling documentation

**Referance Check of candidates:**

* To do the referance check of the candidates with their previous employers.

**Joining Formalities & Documentation:**

* Generating offer letters, appointment letters & salary annexure to candidates.
* To keep well managed database of all the employees along with their documents.
* To arrange for all the IT requirements for the new joiner as well as for their sitting arrangements & all

**Induction :**

* Taken the induction programme of new joinees.
* Arranged the induction kit and I cards for the new joinees.

**HRMS Administration :**

* Maintaing & updating employee master data on HRMS.
* Administraing HRMS portal and act as HR SPOC for HRMS related queries of employees.

**Performance Appraisal :**

* Setting the KRAs & KIPs of employees with their reporting mannager.
* Flow the self appraisal & all other forms & directions to all the employees.
* Prepare the rating sheet of all the employees in excel and normalize & finalize the ratings according to Bell Curve with HR head.
* Calculation of revised salary of employees after the appraisal process.
* Prepare the revision letters and distribute it to all employees through HR head and concludes the appraisal process for the year.

**Training & Development:**

* To execute Training and Development activities of the company

**Employee Engagement activities:**

* To execute the activities like birthday celebration of the employees,
* To execute the entertainment activities in the company.
* To manage the employee relations in the company.

**HR policies:**

* To help the HR head to modify some HR policies.

**Saftly and Welfare Activities:**

* Involved in the employee safty and welfare activies of the company.

**Exit Formalities:**

* To complete the exit formalities of the employess like to conduct the exit interviews, to give the clearance form, to prepare the experience certificate etc.

**Other Resposibilities:**

* Stay arrangement for the candidates who come for interview & also for the new joiners who come joins for site locations
* To help the interview candidates for their reimbursement procedures.
* Involved in sorting out the employees issues like related to their salary increments, sitting arrangements & all.
* Involved in the procedure of confirmation of the employees after their probation period.

**Comapny name : FUTURA TECH PLAST,Aurangabad.**

**Duration :**1st June 2013 to 15th Dec 2014

**Designation: Sr. HR executive**

**Responsibities :**

**Recruitment :**

* Sourcing profiles by visiting job portals, candidate referrals, job postings, maintaining CVs database, screen the CVs.
* Interacting with the candidates as well as clients.
* Arranging the interviews of candidates with clients.
* Conducting preliminary interviewing & negotiating with candidates, Identifying candidates on the basis of technical requirements, scheduling interviews & verifying candidate’s credentials and expectations
* Generating offer letters, appointment letters, salary annexure & handling documentation

**Documentation:**

* Generating offer letters, appointment letters, salary annexure & handling documentation

**Induction :**

* Taken the induction programme of new joinees.
* Arranged the induction kit and I cards for the new joinees.

**Employee Engagement activities:**

* To execute the activities like birthday celebration of the employees,
* To execute the entertainment activities in the company.
* To manage the employee relations in the company.

**Training & Development:**

* To execute Training and Development activities of the company

**HR policies:**

* To participate in preparing HR policies of Futura Tech Plast**.**

**Saftly and Welfare Activities:**

* Involved in the employee safty and welfare activies of the company.

**Other Resposibilities:**

* Involved in post-interview Offer negotiation and closure of candidate.
* Post offer follow-up to sustain the interest to ensure the offered candidate joins.
* Prepare & Maintenance reports as mentioned by the HR Manager

**Company name: RASA LIFE SCIENCE INFORMATICS,Pune.**

**Duration :** 14th Sept.2012 To 15th May 2013.

**Designation: HR executive**

**Responsibities :**

**Recruitment :**

* Sourcing profiles by visiting job portals, candidate referrals, job postings, maintaining CVs database, screen the CVs.
* Interacting with the candidates as well as clients.
* Arranging the interviews of candidates with clients.
* Conducting preliminary interviewing & negotiating with candidates, Identifying candidates on the basis of technical requirements, scheduling interviews & verifying candidate’s credentials and expectations
* Generating offer letters, appointment letters, salary annexure & handling documentation

**Induction :**

* Taken the induction programme of new joinees.
* Arranged the induction kit and I cards for the new joinees.

**Documentation:**

* Generating offer letters, appointment letters, salary annexure & handling documentation
* To manage day to day administrative work.

**Employee Engagement activities:**

* To execute the activities like birthday celebration of the employees,
* To execute the entertainment activities in the company.
* To manage the employee relations in the company.

**Training & Development:**

* To execute Training and Development activities of the company

**HR policies:**

* To participate in preparing HR policies of Futura Tech Plast**.**

**Saftly and Welfare Activities:**

* Involved in the employee safty and welfare activies of the company.

**Other Resposibilities:**

* Involved in post-interview Offer negotiation and closure of candidate.
* Post offer follow-up to sustain the interest to ensure the offered candidate joins.
* Prepare & Maintenance reports as mentioned by the HR Manager

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| **PROJECT WORK (2 MONTHS)** |  |  |  |  |  |  |

Worked as Project - trainee at VIDEOCON INDUSTRIES LTD. Chitegaon, Aurangabad.

Responsibilities:

1. Recruitment & selection
2. Management By Objective (MBO)

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| **ACADEMIC QUALIFICATION** |  |  |  |  |  |  |

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| **Qualification** | **Board/University** | **Institution** | **Year of Passing** | **% Of Marks** |
| MBA (HR) | Dr.BAMU University, Aurangabad | MGM'S Institute Of Management, Aurangabad | 2012 | 64.03% |
| B.Sc. (Bio.Tech) | Dr.BAMU University, Aurangabad | B. R. Barwale College, Jalna | 2010 | 68.08% |
| HSC | Aurangabad Divisional Board | Vivekanand College, Aurangabad | 2007 | 62.00% |
| SSC | Aurangabad Divisional Board | M.V. School, Ambad | 2005 | 88.13% |

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| **OTHER COURCES** |  |  |  |  |  |  |

MSCIT with 100%

Leadership Training Camp.

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| **PERSONAL PROFILE** |  |  |  |  |  |  |  |  |

NAME :- Sneha Satyanarayan Biyani

DATE OF BIRTH :- 06-December-1989

MOBILE NO. :- 9168058450/9421188825

E-MAIL ID :- [sneh\_biyani11@rediffmail.com](mailto:sneh_biyani11@rediffmail.com)

LANGUAGES KNOWN :- English, Hindi, Marathi and Marwadi.

GENDER :- Female

MARITAL STATUS :- Married.

NATIONALITY :- Indian.