**MS. SNEHAL**

**E-mail ID:** **snehal-396746@gulfjobseeker.com**



**Aspiring to handle multifunctional assignments in the field of HR with progressive expanding organization offering growth potential within the organisation structure**

**AN OVERVIEW**

* A dynamic HR professional having good knowledge in Recruitment, Selection & General Administration
* Practical training gained related to Recruitment and Selection
* An out-of-the-box thinker committed towards professional growth of people within the organisation
* Goal driven with focus on establishing strategic plans, priorities, work assignments & solutions within allotted time & resources
* Have adequate knowledge in handling Manpower Planning & Recruitment, Employee Development, Employee Relations and Discipline Management
* An effective communicator with good interpersonal skills

**CORE COMPETENCIES**



**Recruitment**

**Selection**

**Salary Negotiation**

**Joining Formalities**

**Induction**

**Payroll**

**General Administration**

* **Systematic approach in Recruitment and Selection**
* **Exposure of compiling MIS (Preparation of recruitment related reports and monitor the progress)**
* **Knowledge of complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements**
* **Exposure of screening and shortlisting of resumes pertaining to the requirements of the organization**
* **Knowledge to conduct the initial and HR screening interview for all candidates ensuring that the candidate qualifies for the requirement**
* **Knowledge of finalising compensation break-up**
* **Knowledge of salary negotiations resulting in acceptance of the offer and candidate joining**
* **Knowledge of new joining formalities and Induction (Ensure the completion of joining formalities and induct him into the organization)**
* **Employee related documentation**

**WORK EXPERIENCE**



**Voltas Limited in HR Department on a Summer Project (MBA INTERNSHIP)** **2 months**

* Detailed analysis of Attrition, Retention and Exits
* Exit interviews
* Retention policies
* Joining formalities
* Induction and orientation
* Preparing MIS reports

**Practical Training in Human Resources Management from SARK Solutions , Mumbai** **6 Months**

 **(2014- Till Present)**

This company engaged in making all kinds of chemical equipements, Agitators, Condenser, SS/MS Fabrication and Machine jobs since last 12 years.

**Designation- HR RECRUITER (May 2012- Feb 2013)**

Job Description-

* Designing and implementing HR Recruitment strategies
* Preparing job descriptions and Job specifications
* Preparing and posting jobs on job portals (Naukri.com, Monster.com etc)/ colleges
* Attracting candidates by using job portals, Database and social media
* screening
* Conducting interviews using various reliable methods
* Bulk mailing
* Asses applicant’s relevant knowledge, soft skills, experience etc.

**Designation- HR Executive (Feb 2013- Feb 2015)**

Job Description-

* Designing and implementing HR Recruitment strategies
* Conducting job interviews using various reliable methods
* Identifying the competencies required
* Handling employee database (Soft form & Files mgt)
* Preparing Job description and posting jobs on job portals (Naukri.com, Monster.com)
* Grievance handling
* Manpower planning
* Attendance
* Exit interview with full and final settlement.

**(March 2015 – Till Present)**

**Designation- HR Generalist**

Job Description-

* Induction & Orientation
* Handling employee database
* Designing & implementing Head Hunting strategies
* Handling all the queries of the employees (Related to salary, Leaves, Late mark, attendance etc)
* Explaining Employee Policies
* Training (Producting dpt)
* Performance Appraisal

**SCHOLASTICS**

* MBA - HR from D.Y. Patil Institute of Business Management Studies in 2010-2012
* PG - Advance Diploma in Pharmaceutical Business Management from VP Mandals Polytechnic in 2009-2010
* B.Sc Chemistry from B.N. Bandodkar College of Science in 2006-2009
* Diploma Civil Draftsman & Architecture from Industrial Engineering Institute, Thane 2005-2006
* HSC from Mumbai University in 2005
* SSC from Indian Education Society in 2003

**TRAININGS**

* Practical Training in Generalist, Recruitment & Payroll from SARK solutions limited, Mumbai
* Personality Development

**COMPUTER SKILLS**

* MS Office, Excel, PowerPoint, Outlook
* Typing speed – 30 WPM
* Pursuing basic Python programing course

**LANGUAGES PROFICIENCY**

* English (Fluent)
* French (Beginers Level)
* Hindi
* Marathi

**PERSONAL VITAE**

of Birth Gender Marital Status

: 21-02-1988

: Female

: Married

Nationality : Indian