

## HUMAN RESOURCE PROFESSIONAL

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To grab an opportunity and set myself a goal where I can be innovative and attain a challenging position by exercising my interpersonal and professional skills to the fullest for the growth of the organization and mine as well.

### AREAS OF EXPERTISE

- IT Recruitment/ Technical Recruiting
- Non- IT Recruitment
- Niche /Lateral hiring
- Head Hunting
- Campus Recruitments
- Employee Engagement
- Talent Acquisition
- Sourcing, Screening, Short listing, Negotiation
- Background Checks
- Employee Relations

### HIGHLIGHTS OF PROFESSIONAL ACHIEVEMENTS

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#### As Talent Acquisition Specialist, Remunance Services Pvt Ltd. (Jun 2021 to till date):

- Handling end to end IT recruitment for the foreign enterprise (US/ UK/ Europe region)
- Implementation of various sourcing techniques & sourcing the relevant profiles through Job Portals, Social Media, Head hunting, database and references as per the requirements (IT)
- Conducting initial rounds of interview till the on boarding & Induction..
- Hands on experience on various technical hiring, IT recruitment for mid to senior level
- Strong knowledge of Boolean Search, data mining & Keyword search on job portals.
- Maintain and update status of multiple ongoing positions (status of interviews, candidate shortlisted for various rounds)
- Coordinating with candidates and ensuring smooth salary negotiations to ensure maximum output and placing the right candidates.
- Making salary breakups, offer letter, work assignment letters.
- Handling multiple clients and vendors simultaneously.
- Employee policy discussion and end to end recruitment handling with new clients independently.

#### As HR Executive, Ingenio Technologies Pvt Ltd. (Oct 2018 to Nov 2020):

- Implementation of various sourcing techniques & sourcing the relevant profiles through Job Portals, Social Media, Head hunting, database and references as per the requirements (IT & NON-IT)
- Conducting initial rounds of interview from executive level to mid-level management.
- Hands on experience on various technical hiring, IT recruitment & onsite hiring.
- Strong knowledge of Boolean Search, data mining & Keyword search on job portals.
- Maintain and update status of multiple ongoing positions (status of interviews, candidate shortlisted for various rounds)
- Coordinating with candidates and ensuring smooth salary negotiations to ensure maximum output and

placing the right candidates.

- Following up with the candidate's right from the interview process till the joining stage.
- Conducting Campus Recruitments & Mass hiring as per requirement.
- Releasing offers & answering queries about compensation & benefits.
- Issuance of appointment letter, confirmation letter, appreciation letter, termination letter, appraisals, offer letter, experience letter also responsible for employee verification, document verification, maintaining records & sending rejection or selection emails.
- Maintaining leave & attendance records of all the employees & calculation of monthly salary, salary breakups & making salary slips.
- Advertising job openings on Social Media, Job boards and internally.
- Participate in job fairs and host in-house recruitment events.
- Organization of festivals, birthday celebrations, various events & fun activities.
- Induction, trainings, salary account opening, employee ID cards & all joining formalities.
- Responsible for end to end recruitment and employee engagement activities for all Maharashtra locations & for other branches of the company.
- Developing new policies & protocols to maintain discipline at workplace.

**As Institutions Relationship (IR) Executive-Telecaller, Dr. Vishwanath Karad MIT World Peace University, Pune (Oct 2017- Sept 2018):**

- Co-ordination in various HR activities, calling & mailing to lined-up interviews.
- Old data verification & new data updates via calls, mails & Social Media
- Prepared individual customized itineraries, Travel plans & letters for the guests of events like National Teacher's Congress (NTC), Bhartiya Chhatra Sansad (BCS) & National Women's Parliament (NWP) & other events under MIT-School of Government.
- Undertaken research on profiles of eminent personalities, emeritus professors across the world for various grand events of the institute.
- Sending official emails for the various events to eminent personalities like political, educational, Social etc. across the world
- Listening to videos of various grand events like BCS, NTC & filtering quotes of the Speakers.
- Proof reading of the various documents like BCS, NTC, NWP Reports and Brochures.
- Making letters & calls for Invitations, birthday wishes of all the eminent people like Ministers, MP's, MLA's, Ambassadors of all countries etc across the World to maintain social relationships of institute.
- Data Research, Collection, Verification & Analysis on various topics and social initiatives taken by the institute.

**As Admin Executive, Gennxt Academy LLP (Feb 2017 to Jul 2017):**

- Posting jobs on various job portals like Naukri, Indeed, Monster, Quikr, Social Media etc. Making calls and sending emails to candidates for Interviews.
- Maintaining leave & attendance records of all employees

## POONAM DAHIPHALE – BE(CS)+ MBA(HR)

- Mass Mailing to create walk-ins.
- Creating walk-ins on daily basis & conducting tests & first round of interviews.
- Hands on experience in Recruitments & Selection for BFSI & IT.

### EDUCATION

Sr. No.	Degree	University/ Board	Year of Passing	Institution	Percent age	Remark
1.	MBA (HR)	SPPU	2018-2020	JSPM's Rajashri Shahu School of Business, Pune	67.13	<b>First Class</b>
2.	BE(Computer)	SPPU	2015-2016	Shri. Chhatrapati Shivaji Maharaj College of Engineering, Ahmednagar.	64.20	<b>First Class</b>
3.	HSC(Science)	Pune	2010-2011	A.E.S. Ashokbhau Firodiya Junior College, Ahmednagar.	62.33	<b>First Class</b>
4.	SSC	Pune	2008-2009	A.E.S. Bhausaheb Firodiya High School, Ahmednagar.	76.92	<b>Distinction</b>

### SKILLS AND ACHIEVMENTS

- Programming Languages: - C, C++, Java, VB, HTML, SQL
- Operating System:-Windows, Linux, Ubuntu.
- Knowledge of Microsoft World, Microsoft Excel, Power Point & Strong Letter drafting skill

#### **Honors and Awards:**

- Got prize for paper presentation in National Techno Socio event held at PREC, Loni in March 2016.
- Got prizes in various Classical and Sugam singing competitions.

#### **Extracurricular Activities:**

- Participated in the two days State level workshop on 'Cloud Computing & Big Data Analytics using Hadoop' organized by SCSMCOE, Ahmednagar.
- Participated in the two days National level training on 'Android Application Development' conducted

by Dalvik apps.

- Participated in the two days' workshop on Ethical Hacking conducted by Kyrion Digital Securities (P) Ltd.
- Published Paper on International Journal for Scientific Research and Development (IJSRD).
- Good professional Singer and did more than 150 successful musical shows.

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#### PERSONAL PROFILE

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<b>Husband Name:</b>	Mr. Rajesh Avhad
<b>Languages Known:</b>	English, Hindi, Marathi, Sanskrit.
<b>Hobbies:</b>	Singing, Cooking, Painting & Playing musical instruments
<b>DOB:</b>	24-03-1993

**Declaration:** I hereby declare that the information furnished above is true to the best of my knowledge. I am looking for the genuine opportunity to learn & work with your organization for the long term basis.