

SNEHA S.

HR EXECUTIVE

PERSONAL HISTORY

An B. Tech, MBA, HR Executive with rich experience in recruiting, employee onboarding, compensation & benefits administration for IT and Non-IT.

SKILLS

- HTML5
- JavaScript
- Advance MS Excel
- C++, C.
- Microsoft SQL Server – Version 2014.
- Peoplesoft
- Termination Procedures
- New Employee Orientations

CONTACT INFORMATION

Address: Andheri West, Mumbai - 400053.

Phone: (+91) 750-655-6518

Email: salusneha26@gmail.com

CAREER HISTORY

HR Executive

NOMURA (On Payroll of IPS) |
10-December 2018 - Present

- Interview job applicants to obtain information on work history, training, education, or job skills.
- End-to-End sourcing starting from finding the right candidate until the candidate is onboarded.
- Coordinate with outside staffing agencies to secure temporary employees, based on departmental needs.
- Hire employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Conduct reference or background checks of job applicants.
- Assist with offer process and onboarding of new hires. Maintaining data of employee information and create reports on open and closed positions across recruitment division.
- Creating reports on employee leaving.
- Creating monthly and weekly reports using Excel and Macro.

HR Consultant

Conjoin Consultancy Pvt. Ltd |
4-December 2017 - 20-October 2018

- Interacting with clients and understanding the requirements
- Maintaining database of prospective candidates. Sourcing talent through Job portals (naukri.com, shine, LinkedIn, IIMjobs).
- Scrutinizing, pre-screening & tele interviewing the candidate.
- Scheduling & coordinating the interview between Candidate & Client.
- Taking feedbacks on interviews from clients.
- Training new joiners on the process of the organization

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CERTIFICATIONS

- Attended Excel training in Human Resource Management.
- Attended Three Days ERP HR Workshop training conducted by RCF.
- Attended Performance Management System Workshop.
- Certificate of Post Graduate Programme in I.T (PGPIT) in Java from NIIT.
- C Programming Course Certification from Vidyanidhi Info Tech Academy (VITA).
- Certificate Course in Web Designing from Keerti Computer Institute
- Adobe Certified Associate in Web Communication using Adobe Dreamweaver CS4.
- Adobe Certified Associate in Rich Media Communication using Adobe Flash CS4

LANGUAGES KNOWN

- English - Fluent
- Hindi - Fluent
- Marathi - Native

CAREER HISTORY

Software Engineer

Capgemini India Pvt. Ltd
29-May 2014 - 22-May 2015

- Communicate with staff or clients to understand specific system requirements.
- Document design specifications, installation instructions, and other system-related information.
- Research, test, or verify proper functioning of software patches and fixes.
- Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
- Coding, unit testing, building applications, and creating and modifying existing applications using Salesforce CRM and force.com platform.
- Developed Workflows and triggers using Apex and Java.
- Salesforce.com Certified Force.com Developer (WI15).

ACADEMIC BACKGROUND

Vivekanand Education Societies Institute of Management Studies & Research, Mumbai

Master of Management (MMS) – Human Resource
2015- 2017

- Received award and recognition for being Institute Topper for HR
- Class Representative for constitutive 2 years.
- Secured 77%.

Usha Mittal Institute of Technology, SNDT Women's University, Mumbai

Bachelor of Technology – Information Technology |
2008 - 2013

- Secured 73%