**CURRICULUM VITAE**

**SNEHAL SHANTARAM KHASASE**

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**Borivali, Mumbai**

**CAREER OBJECTIVE**

To get into an Human Resource role in a reputed organization leveraging my communication skills & Public Relations experience.

**Professional Skill:**

Comprehensive problem-solving abilities, willingness to learn, good coordinating and administrative skills coupled with training skills.

* Good team worker, willing to work hard and ability to learn quickly.
* Optimistic, goal-oriented, ambitious to achieve high positions and organization skills.

**AT A GLANCE:**

* 5year experience in sourcing, coordination and recruiting candidates from varied industries.
* Competent in handling client servicing, building strategies and handling meeting proceedings.
* Good facilitator between clients and team.
* Good writing skills (content, preparing presentations)
* Experience in screening and short-listing candidates for leading hospitality companies
* Prepared programmers and modules for enhancing motivation and employee engagement.
* **Experience in sourcing resumes for top BFSI, Stock Broking Firm,Banking Sector, Sales &Marketing/Manufacturing/FMCG Companies/Hospitality.**

**Major Responsibility**

1. End to End Recruitment
2. Interview Processing
3. Vendor Coordination
4. Joining Formalities.
5. HR Software – Spine HR System (SAAS)
6. DATA Base Management
7. Statutory Compliance
8. Advanced Excel – VLOOKUP,HLOOKUP
9. HRIS
10. POSH Activity
11. Employee Engagement
12. Induction
13. Travel arrangement
14. Letter produces
15. ESIC Online registration

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| Company: | **Tristar Management Services** |
| Duration:  | **22nd - Sept 2015to 20th Sept 2018** |
| Tenure: | **3 Years** |
| Designation: | **Assistant Team Leader**  |
| Industry: |  **BFSI, Stock Broking Firm, Retail, Entrainment, E-Commerce, Hotel & Restaurants, IT, Manufacturing Com., Auto Mobile, Health Care Services, Real Estate, Pharma companies etc.** |
| Role & Responsibilities: | * **Handling Junior, Middle & Senior level recruitments-end to end recruitment;** from screening to mobilization of candidates.
* Profile search through different Job Portals – **Timesjobs, Naukri, Monster, Shine, Quikr.com and Linked IN, Indeed.**
* Source-candidates, take first round(telephonic) of interview and refer CVs to clients as per requirements.
* Making Job Description on client requirement.
* Taking feedback from client after Interview
* Maintaining & updating data & reports on all recruitment related activities
* Scheduling interviews and follow up with the clients.
* Familiar with all portals of recruitments & sourcing
* Good knowledge of Excel ,Ms –Word ,Power Point .
* Team Handling.
* Maintaining to Internal candidates Data Base.
* Handling to bulk hiring.
* Client Coordination.
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| Company: | **Super Knit Industries**  |
| Duration:  | **24th- Sept 2018 to 10th October 2020** |
| Tenure: | **2 years** |
| Designation: | **HR Executive**  |
| Industry: | **Manufacturing – Textile & Garment**  |
| Role & Responsibilities: | * **Handling Junior, Middle & Senior level recruitments-end to end recruitment,** from screening to mobilization of candidates.
* Profile search through different Job Portals – **Timesjobs, Naukri ,and Linked IN, Indeed.**
* Making Job Description on requirement.
* Taking Interview rounds.
* Price Negotiation.
* Handling interview after, once candidate shortlisted doing Document verification process.
* Day to day coordinator with Top management team.
* Maintaining & updating data & reports on all recruitment related activities
* Processing Offer Letter, & Handling all Joining Formalities.
* Doing Induction & Training process.
* Handling Vendor Coordination.
* Handling HR Software – SPINE HR Software (SAAS)
* Handling end to end software activities, Upload Candidate Data base.
* Handling Attendance management.
* Leave Management.
* Time Management.
* Performance Appraisal.
* Maintaining to Internal candidates Data Base.
* Statutory Compliance.
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| Company: | **Electronic and Engineering Co.India** |
| Duration:  | **11th- Jan 2021 to till date** |
| Tenure: | **4Months** |
| Designation: | **HR Executive**  |
| Industry: | **Electronic Manufacture**  |
| Role & Responsibilities: | * **Handling Junior, Middle & Senior level recruitments-end to end recruitment,** from screening to mobilization of candidates.
* Profile search through different Job Portals – **Naukri ,and Linked IN, Indeed.**
* Making Job Description on requirement.
* Taking Interview rounds.
* Price Negotiation.
* Handling interview after, once candidate shortlisted doing Document verification process.
* Day to day coordinator with Top management team.
* Maintaining & updating data & reports on all recruitment related activities
* Processing Offer Letter, & Handling all Joining Formalities.
* Doing Induction & Training process.
* Prepare salary break up.
* Handling Vendor Coordination.
* Handling end to end software activities, Upload Candidate Data base.
* Handling Attendance management.
* Leave Management.
* Time Management.
* Performance Appraisal.
* Maintaining to Internal candidates Data Base.
* Statutory Compliance.
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**EDUCATIONAL QUALIFICATION**

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| **ACADEMIC QUALIFICATION** | **BOARD / UNIVERSITY** | **YEAR OF PASSING** | **GRADE** |
| **PGDM**  | **WELINGKAR Institutes**  | **Second year** | **Pursuing** |
| **T.Y.BMS** | **University Of Mumbai** | **2015** | **2nd class**  |
| **H.S.C** | **Maharashtra Board** | **2012** | **2nd class** |
| **S.S.C** | **Maharashtra Board** | **2010** | **2nd class** |

**COMPUTER PROFICIENCY**

* Operating Knowledge of Windows Operating Systems, Microsoft Office and Internet Surfing, MS Excel, Power point
* COMPTER CONCEPT COURSE(CCC)

**PERSONAL DETAILS**

**Father’s Name**  :Shantaram Govind Khasase

**Date of Birth** : 14th Feb 1994

**Gender** : Female

**Marital Status :** Single

**Hobbies :**Playing video Game, Internet Surfing.

**Languages Known** : English, Hindi and Marathi .

**DECLARATION**

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

 **SIGNATURE**

**Place : MUMBAI**

(SNEHAL SHANATARM KHASASE)