

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

Company:	Tristar Management Services
Duration:	22nd - Sept 2015 to 20th Sept 2018
Tenure:	3 Years
Designation:	Assistant Team Leader
Industry:	BFSI, Stock Broking Firm, Retail, Entertainment, E-Commerce, Hotel & Restaurants, IT, Manufacturing Com., Auto Mobile, Health Care Services, Real Estate, Pharma companies etc.
Role & Responsibilities:	<ul style="list-style-type: none"> ➤ 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.

Company:	Super Knit Industries
Duration:	24th- Sept 2018 to 10th October 2020
Tenure:	2 years
Designation:	HR Executive
Industry:	Manufacturing – Textile & Garment
Role & Responsibilities:	<ul style="list-style-type: none"> ➤ 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.

Company:	Electronic and Engineering Co.India
Duration:	11th- Jan 2021 to till date
Tenure:	4Months
Designation:	HR Executive
Industry:	Electronic Manufacture
Role & Responsibilities:	<ul style="list-style-type: none"> ➤ 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.

EDUCATIONAL QUALIFICATION

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

COMPUTER PROFICIENCY

- Operating Knowledge of Windows Operating Systems, Microsoft Office and Internet Surfing, MS Excel, Power point
- COMPUTER 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)

