



# Akanksha Bhadani

## HR & Recruiter

To prosper in a way that will utilize my HR administrative skills to benefit growth and success.

To contribute the best by learning effectively and sincerely, thereby developing and helping in the achievement of targets.

### Personal Details

**Date of Birth**  
09th April 1995

**Location**  
Pune, Maharashtra

**Father's Name**  
Arun Bhadani

**Languages Known**  
English & Hindi

**Email**  
[akankshabhadani09@gmail.com](mailto:akankshabhadani09@gmail.com)

**Mobile**  
+91 7038197179

### Personal Skills

Confident  
Optimist  
Extrovert  
Patience

### Core Competencies

- MIS Analytics
- Talent Acquisition
- HR Operation
- HR Policy and Procedures
- Payroll Process
- PMS
- Counselling

### Academic Credentials

- PGDM (HR+Analytics) Pune Institute of Business Management-2019.
- BBA (HR+Finance) Birla Institute of Technology, Mesra -2016
- H.S.C. from Patna Central School- 2013
- S.S.C. from D.A.V Public School- 2011

### Organizational Experience

**ΦJisa Softech Private Limited, as HR and Recruitment Associate from 1<sup>st</sup> June 2020 to till date**

***Company Profile: JisaSoftech Private Limited is one of the young IT-Information Technology company providing various Authentication Products and Solutions.***

- Identify and analyze all business requirements for organization and assist in Recruitment.
- Hands on hands experience on IT and Non IT Recruitment
- Executes the end to end process of sourcing, screening the most qualified candidate among the pool of Applicants.
- Identify appropriate Sourcing channels for all profile and track database and develop good professional relationships.
- Manage and screen all sourced candidates to check their quality and fitment.
- Administer and maintain ATS and update status for all candidates
- Handles HR Operation Task
- Works on Employee Engagement Activities
- Handled all day to day miscellaneous activities
- Manage all communication with all hiring managers and candidates.
- Responding to HR- Related queries with the company
- Maintain employee confidentiality

**ΦAquapharm Chemical Private Limited, as Senior Officer HR  
from April 29th 2019 to 14th Feb 2020**

***Company Profile: Aquapharm Chemical Private Limited is one of the leading manufacturers and suppliers of specialty chemicals in the world***

- Prepared MIS for all branches of Aquapharm on monthly basis
- Handled all day to day miscellaneous activities
- Drafted HR Policies for Apprentices, Casual and contractual workers with latest updates, best practices and requirements of the company
- Part of maintaining PMS & ensuring timely closure of the same. Designing the process and keeping a check on implementation.
- Facilitating & reviewing Payroll, leave and attendance. Handling queries for types of leaves and encashment.
- Strategize HR initiatives with senior management and assist in implementing them
- Responsible for the entire Induction & Orientation Process of all the new Joiners.
- Ensuring & adhering to the training budget, training calendar set for the year. Analyzing which group of employee needs which training. Creating a training schedule and inviting the trainer. Analyzing & providing consolidated feedback post training session
- Encouraging Team Leaders for recognizing talents within their team and bring out the Star Performer of the Month.

**Φ Karvy Stock Broking|Delhi|Intern- Talent Acquisition  
(2018)**

- Handled End to end Recruitment
- Sourced Profile from Job Portal and social Media
- Done Initial screening to check Suitability, fitment and quality of candidates
- Coordination of Interviews with HR Zonal Head and Business Manager (Cluster Head, Area Head and Business Zonal Head)
- Updated Status to selected candidates
- Done Documentation part of selected candidates
- Part of salary Discussion/ Negotiation/ Sharing Fitment
- Part of Document Processing for offer Letter

**Φ Reliance Nippon Life Insurance|Mumbai|Intern- HR  
Operation (2017)**

- Documentation and Data verification (Life Planning Migration Officer)
- Shifted 2700 off roll employees into onroll
- Verified 2700 Employees data for Salary Processing
- Validated Joining Kit of 2700 employees

**Φ Idea Cellular Limited|Patna|Intern- Training &  
Development (2014)**

- Developed effective induction programmes.
- Devised individual learning plans.
- Produced training materials for in-house courses.
- Monitored and reviewed the progress of trainees through questionnaires and discussions with managers.

**Certification Courses**

***-Advanced Training in Microsoft Office Excel***

***-Lean Six Sigma Green Belt Certification***

***-SAP Human Capital Management***

***-Microsoft Project-2010***

***-English Communication Skills and Personality Development Program***

I hereby declare that the information provided above is correct & to the best of my knowledge and belief.

**Akanksha Bhadani**

