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Majiwade Thane (West), MH, India, IN

Snehal P. Shende

HR Professional

SUMMARY

Seeking a challenging and rewarding opportunity with a reputed organization where my true potential is recognized and utilized while nurturing my analytical skills in the field of Human Resource Management.

KEY SKILLS

Selection & Recruitment

Event Management

Salary Calculation

Performance Management System & Appraisal

Employee Relation & Grievances

Labour Laws

Organizational Development

Office Management

Employee Database Management

MS- Access

MS - Office

Policy Formation

Attendance & leave Management

Training & Development

Internet Application

PROFESSIONAL EXPERIENCE

HR Generalist

Feb'18 – Aug'19

Meraki Entos Infratek LLP., Mumbai

- Managing end to end Induction for new hires.
- Internal communications.
- Liase with vendors for different programs and Process Invoices.
- Track Provisions of the month.
- Raise Purchase Request and Purchase orders for various programs as needed.
- Track completion of activities.
- Working on attendance of employees every month.
- Preparing Key Performance Indicators of all the departments.
- Issuing Offer Letter, Confirmation Letter, Relieving Letter, Experience Letter, Reprimand letter, Promotion Letter and Internship Letter.
- Collection, collation and working of attendance and leave records of employees.
- Introducing new joinee with team and manager.
- Handling employee grievances.
- Conducting On boarding Activities, Background verification checks, Exit Formalities
- Maintaining employee records i.e hard copy and soft copy for internal and external usage,
- MIS record of new hires and transfers of the employees.
- Collection, collation and working of attendance and leave records of employees.

Training Coordinator

Feb '17 - Feb '18

Raymond Limited – Textile Division, Thane

- To coordinate with Regional Training Leads of all zones across India.
- To Prepare Dashboard, Hygiene reports, weekly Reporting, Scheduling, Monthly Scheduling and Reporting etc.
- To Communicate and follow up with Procurement and accounts Department for Purchase Request and Purchase Order for vendor' Payment, Provisioning etc.

- Coordination with Commercial Department for Training Handouts, Venue etc.
- To Coordinate with CRAs, AOM and Trainers for conduction of the Training Programmes.
- To Maintain Data of CRAs, AOM , RM across all brands for smooth functioning of the Training programmes
- End to End Coordination for Training across all brands, which involves calendar making, Trainers Scheduling, Batch Making etc.

Assistant Professor

July '12 – Dec '13

Sinhgad College of Science,Pune

- Delivering Lectures on Human Resource to students pursuing BBA of 1st and 2nd Semester
- Coordination with the Professor regarding smooth functioning of Lectures, Syllabus Completion etc.
- Preparation of Examination Schedule and ensuring smooth conduct of the same.
- Preparation and consolidation of Final result of the Course.
- Planning and Execution of Workshops, Training Programmes , Meetings, Conference for BBA Students
- To Organize Employability Training Programmes for Final year Students (GD, Mock Interviews etc.)
- Prepare course setup for the professor.
- Run basic sessions of university. Guide students with further clarification regarding the course content on an average run 15 hours session per week
- Support in checking examination paper

Programme Coordinator

July '10 – April '12

Sinhgad Institute of Business Management , Mumbai

- Overall Coordination of MMS Full time two years Programme.
- Coordination of activities of MMS course / Programme to ensure optimum efficiency of the course.
- Taking periodic Progress reports of activities / Programme conducted and submit the same to the Director of the Institute.
- Preparation of Class Schedules and Activities for the Month
- Assistance to Faculties regarding conduction of Lectures, Syllabus Completion etc.
- Preparation of Examination Schedule and ensuring the smooth conduct of the same.
- Preparation and consolidation of the Final result of the Course.
- To Plan and Schedule Workshops, Meetings ,Guest Lectures ,Conferences for Management
- Support in correction of Examination Paper

HR Executive

June 07 – June' 08

Hospitality Staffing Services, Mumbai

- Plans, organizes, and coordinates recruitment activities; meets with individuals, departments and Committees to define position, selection criteria, timelines, etc.
- Gives group presentations regarding recruitment guidelines and committee responsibilities related to selection procedures, development of interview questions/skills tests and writing
- Exercises and equal employment opportunity guidelines.
- Reviews recruitment paperwork for completeness and accuracy such as job announcements, interview questions, record sheets, etc.
- Designs, researches costs and submission requirements for advertisements and places
- Advertisements in local newspapers, publications, on the Internet, etc. to ensure that applicant Pools are large and diverse;
- Responds to applicants' inquiries both orally and in writing.
- Participates in conferences and events representing the Organization.

EDUCATION

Master's in Business Administration (Human Resources)

Pune University July 2010

Diploma in Interior Design

Mumbai University June 2005

Bachelor of Arts (Political Science)

Mumbai University May 2002

INTERNSHIP

Topic—To Prepare and Design Health Plan for Employees

Place: Hindustan Petroleum Corporation Ltd.Mumbai

ACHIEVEMENTS & AWARDS

- Received **First prize** in Ad – Mad Competition organized by NEN, Entrepreneur cell by Sinhgad Institute of Management, Vadgaon (Bk.), Pune.
- Actively participated in Street Play Competition conducted by Sinhgad Technical Education Society, Pune in Feb 2009
- Actively participated in Conference held by Sinhgad Institute of Business Management, Mumbai in Nov. 2011
- Actively participated in HR Conclave 2011 conducted by Sinhgad Institute of Business Management, Mumbai in Dec 2011.
- Actively mentored Induction Programme for MMS Students at Sinhgad Institute of Business Management, Mumbai in August 2011.
- Actively organized and execute Induction programme MMS Students in August 2011 and August 2010.

PERSONAL DETAILS

Date of Birth: 29 April 1982

Marital Status: Married

Language Know: English ,Marathi