

## Snehal Abhijit Patil

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### Carrier History:

I have completed Advance Corporate Practical Training on HR Practices from “HR REMEDY INDIA” Pune from 01<sup>st</sup> September 2020 to 30<sup>th</sup> November 2020.

| HR Functional Area        | Practical Work Done  |
|---------------------------|--|
| Recruitment and Selection | <ul style="list-style-type: none"><li>➤ Sourcing candidates from different job portals eg. Naukri, Monster, Timesjob.com</li><li>➤ Doing mass mailing / bulk mailing from job portals</li><li>➤ Doing job posting from Job portals / social networking sites</li><li>➤ Conducting Telephonic / Personnel Interview</li><li>➤ Shortlisting of CVs from portals and references</li></ul> |
| HR Admin                  | <ul style="list-style-type: none"><li>➤ Prejoining documentation / post joining documentation</li><li>➤ Maintaining employee records</li><li>➤ Attendance &amp; leave management</li><li>➤ Drafting letters</li><li>➤ Preparing MIS reports</li><li>➤ Office admin activities</li></ul>  |
| Payroll Management        | <ul style="list-style-type: none"><li>➤ Salary Calculation</li><li>➤ Shorting salary issues, if any</li><li>➤ Statutory deductions like PF, gratuity</li><li>➤ Generating pay slips</li><li>➤ Challan filing</li><li>➤ Deduction explanations, if any</li></ul>  |

**Company: Shree Sadguru Krupa Freight Services, Navi Mumbai**

Current Position: Executive HR

Duration: - 01<sup>st</sup> January 2021 to Till Date

### Key Responsibilities:

- Pay- Roll Management
- Attendance Related Work, Leave Record
- Ensure Joining Formalities, Induction Programme, and Exit Formalities.
- Issue Offer Letter, Appointment Letter, Increment Letter, Reliving Letter etc.
- Experience in Grievance Handling
- Experience in Documentation and Filling.

- Experience in Recruitment (Coordinate with Agency, CV Searching and Organized interviews etc).
- Experience in Statutory Compliance.
- Conducting exit interviews, Submission of F&F to Accounts departments. Ensure smooth relieving of employees through formal exit procedures. Issuing Experience & Acceptance & Relieving letter.

**EUREKA FORBES LTD. Pune (Kasarwadi).**

Designation- Customer Relationship Management (CRM), working in SAP System.

Duration- 8 Nov 2014 to 30 Nov 2016.

**Key Responsibilities:**

- Customer Data Validation
- MIS Maintenance: Managing customer data and maintaining regular MIS reports.
- Handling Customer Web queries/grievances.
- Understanding the customer query and accordingly giving the resolution for the same
- Mandatory Services & Customer Services.
- To make a report of MS & CS.
- Customer Feedback: Coordinating with teams to develop marketing strategies and provide customer feedback to the product team.

**Educational Credentials**

| Education       | University                                   | Institute   | Year       | %      |
|-----------------|--|---|------------|--------|
| MBA (Full time) | Shivaji University, Kolhapur                 | Krishna Foundation's Jaywant Institute of Mgt, Wathar | 2012 -2014 | 59.25% |
| BCA             | Shivaji University, Kolhapur                 | Krishna Institute of Mgt & Research, Wathar           | 2008- 2011 | 60%    |
| HSC             | Secondary & Higher Secondary Education, Pune | Venutai Chavan College, Vidhya Nagar, Karad           | 2008       | 58.83% |
| SSC             | Secondary & Higher Secondary Education, Pune | Nileshwar Madhyamik Vidyalay, Vadoli Nileshwar.       | 2006       | 44.93% |

**Academic Projects**

**Company : Hindoostan Mills Ltd**

**Duration : 10/06/2013 to 30/07/2013**

**Project Title : Stress Management**

**Extra-Curricular Activities**

- Participation in Case study competition
- Participation in the workshop on “HR”.
- Participation in the workshop on “Marketing”.

**Personal Details:**

**Date of Birth** :21<sup>st</sup> Nov 1990

**Gender** : Female

**Marital Status** : Married

**Languages known** : English, Marathi & Hindi

**Address** : Flat No.404, Ramdev Apartment CHS Ltd, Plot No-24,Sect-18, Ulwe Node,  
Navi Mumbai, 410206.

**Can Join Within** : 15 days