

CHAITRALI BAGAL

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Profile Summary

Dedicated Human Resources professional with comprehensive 8 year's of experience in full-cycle recruitment, employee relations, and HR operations. Proven track record in supporting organizational growth through strategic talent acquisition, effective onboarding programs, and performance management initiatives. Skilled in maintaining regulatory compliance while fostering positive workplace cultures that drive employee engagement and retention.

Work Experience:

Aryan Pumps & Enviro Solution Pvt ltd, Indapur

Designation -Assistant Manager - HR & Admin (July 2025 to Present)

Towell Engineering International LLP, Indapur

Designation -Assistant- HR & Admin (Duration: June 2022 to July 2025)

Bright HR Services, Baramati

Designation -HR Officer (Duration: July 2018 to May 2022)

Samruddhi AgriScience Pvt, Ltd, Baramati

Designation -HR & Admin Officer (Duration: November 2016 to May 2017)

Key Areas of Exposure:

Recruitment and Selection

- Assist in the recruitment process by posting job advertisements across multiple platforms
- Screen and evaluate resumes against job requirements and qualifications
- Coordinate interview schedules between candidates and managers
- Prepare employment offer letters for selected candidates
- Maintain candidate databases and recruitment metrics

Onboarding and Training

- Facilitate comprehensive onboarding activities for new hires
- Conduct orientation sessions covering company policies, and procedures
- Coordinate training programs to ensure smooth transition into company operations
- Monitor new employee progress during probationary periods
- Collect feedback to continuously improve onboarding processes

Employee Relations

- Serve as primary point of contact for employee inquiries and concerns
- Investigate and resolve workplace conflicts and grievances
- Maintain positive employee relations through regular communication and engagement

- Foster a supportive and inclusive work environment
- Organize employee engagement activities and team-building initiatives

Performance Management

- Support performance management processes across all departments
- Conduct regular performance appraisals and reviews
- Develop individualized employee development and career progression plans
- Identify training needs and coordinate skill development programs
- Monitor and track employee performance improvement initiatives

Compliance and Legal

- Ensure full compliance with federal, state, and local labor laws
- Maintain up-to-date knowledge of employment regulations and legal requirements
- Monitor workplace safety standards and protocols
- Handle employment law documentation and required filings
- Coordinate with legal counsel on employment-related matters when necessary

Record Keeping and Documentation

- Maintain comprehensive and accurate employee records and HR databases
- Ensure strict confidentiality and security of all employee information
- Update personnel files with current documentation and certifications
- Manage HRIS systems and data integrity

HR Policies and Procedures

- Assist in development and implementation of HR policies and procedures
- Ensure effective communication of policies to all employees
- Monitor policy compliance and recommend updates as needed
- Conduct policy training sessions for managers and staff
- Review and update employee handbook regularly

Reporting and Analytics

- Prepare comprehensive HR-related reports and documentation
- Analyze HR metrics including turnover rates, recruitment costs, and employee satisfaction
- Provide insights into workforce trends and patterns
- Present data-driven recommendations to senior management
- Maintain dashboards for key HR performance indicators

Administration

Facility Management & Maintenance

- Garden and landscaping oversight and maintenance coordination
- Facility upkeep planning and vendor management
- Property maintenance scheduling and quality control

Security Operations

- Security system monitoring and access control management
- Visitor management and entry/exit protocols
- Security vendor coordination and supervision
- Safety compliance monitoring and incident reporting

Housekeeping & Cleanliness Standards

- Housekeeping staff supervision and task coordination
- Cleanliness standards development and maintenance
- Cleaning schedule management and quality assurance
- Hygiene protocol implementation and monitoring
- Facility sanitation and safety compliance

Canteen & Food Service Management

- Canteen operations oversight and menu planning
- Food service vendor management and coordination
- Health and safety regulation compliance for food services
- Employee meal program administration
- Catering arrangement for meetings and events

Strength

- Result oriented with good communication, administrative & interpersonal skills.
- Energetic, proactive, adaptable and able to take challenging jobs.
- Ability to work independently as well as in a team, very flexi-natured, willing to relocate.
- Believe in Learning environment & attitude.
- Excellent work commitment & dedication.

Educational Qualification:

Course	University/Board	Grade	Year of Passing
DLL & L	Pune University	Higher Second Class	2021
MBA	Pune University	First Class	2016
BA	Pune University	First Class	2014
HSC	HSC Board	Higher Second Class	2011
SSC	SSC Board	First Class	2009

Key Skill

- Good team player.
- Leadership skill.
- Good interpersonal communication skill.
- Presenting Skill

Technical Skill

- ERP, IT related troubleshooting & Configuration
- MS- Office (Word, Excel, Power Point)

Language Known

1. **Marathi**- Read, Write, Speak
2. **English** - Read, Write, Speak
3. **Hindi** - Read, Write, Speak

Personal Information:

Date of Birth : 08th May 1994
Marital Status : Married
Address : Galandwadi No -01, Indapur 413106

Date:

Chaitrali Bagal