

Vrushali Gurav

HR Manager

My Contact

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☎ 7020806274

📍 Pune

Skill

- HR software
- Recruitment
- Onboarding/ Induction
- Interviewing
- Compensation and benefits management
- Policies
- Employee relations
- Exit Formality
- Leave Managment

Education Background

Marathwada Mitra Mandals' college of Engineering
MBA in HR

Modern College of GK
Bachelors in Computer Science

MIT High School

About Me

Human Resources Specialist with 3 years of experience as a HR Manager. Seeking a challenging HR role that allows me to utilize my skills in recruitment, employee relations, and HR policy implementation to drive organizational growth and employee satisfaction.

Professional Experience

SplendorNet Technologies Pvt Ltd

June 2021 – Dec 2023

Key responsibilities:

- Handel End to End Recruitment Cycle
- Source profiles from Job portals like Indeed, LinkedIn, and Company Website
- Job posting on various platforms like, LinkedIn, indeed, Glassdoor, and Company Website
- Efficiently managing documentation processes and ensuring smooth onboarding through comprehensive induction programs.
- Create job descriptions and define clear roles and responsibilities for various positions.
- Worked on exit formalities
- Introduce new policies like WFH policy, Grievance Policy, Confirmation Letter, Observation Period, Notice Period change, Internal Recruitment process, Seating Arrangement Process, Objective of Event
- Manage and assign leaves
- Actively participating in performance review and appraisal meetings to contribute to the evaluation and development of employee performance.
- Created and posted job ads, scheduled interviews, and managed pre-employment screenings and background check
- Establishing a collaborative partnership with a renowned Consultancy and Institute
- Organizing employee engagement activities and events to foster a positive workplace culture and promote team building.

Prakalp Group

Sep 2020 to Jan 2021

- Source profile from Job portals like Naukari, indeed, Linkedin, Intershala
- Job posting on various platforms like, Naukari, Intershala, Linkedin, indeed, Glassdoor
- Scheduled face to face interview
- Arrange pre interview test
- Onboarding process of new joinee
- Worked on exit formalities
- Introduce new policies like Leave policy, Offer Letter, Confirmation Letter
- Tracking Individual's daily Attendance and Leave
- Worked on Performance evaluation

Mudrabiz Finance Company

May 2019 - July 2019

- Handel End to end Recruitment
- Source Profile from Monster, indeed, Naukari, Linkedin
- Conducted initial shortlisting thru' telephonic interview
- Facilitated a counseling session with the candidates to provide them with a comprehensive understanding of the job profile.
- Drafted job descriptions and job specifications for various positions and published them on the recruitment website.

Extracurricular activities

- Awarded as a Best performer of the year at SplendorNet tech
- Attended National Conference On the Advances in Computer Science Information Technologies(NCACST 2017- 2018) held by SPPU
- Student Volunteer- Summer Internship Project Competition , held by Mmcoe College,Pune
- Anchoring - Dexterity 2019(Business Quiz and Ad-o-mania) , held by Mmcoe College,Pune
- Attended Entrepreneurship Awareness Camp(Workshop) held by Mmcoe College,Pune