
SHRADDHA TILEKAR

Pune MH ♦ +91 9371173196 ♦ srdtilekar@gmail.com

PROFESSIONAL SUMMARY

Comprehensive experience of 2 years in human resources. Targeting new heights of success with integrity & hard work, and leaving a mark of excellence on every step with a company providing continuous learning & development opportunities.

SKILLS

Strategic Planning

Manpower Planning

Performance Appraisal

Employee Retention

Human Resources Business Partnering

Talent Acquisition & Management

HR System, Processes & Policies

Induction & Retention

WORK HISTORY

HR Associate, 01/2024 - 04/2024

Haldiram's – Pune

- Recruitment and Selection : Coordinated the screening applications, steering selection process, carrying out the reference checks & background verification, verifying documentation to presenting salary offer aligned to budget.
- Onboarding & Offboarding : Steered process for integrating a new employee with a company and its culture. Leading formal separation between employee and company through resignation, termination, or retirement and transferring the job responsibilities.
- Maintained up-to-date knowledge of industry trends and best practices, continuously seeking opportunities to enhance HR processes for greater organizational effectiveness.

HR Generalist, 03/2023 - 08/2023

The Good Shepherd Trust – London, UK.

- Strategic Planning : Formulate the organization's human resource strategy aligned with the business requirement, vision and objectives.
- HR Operations : Play a significant role in driving various HR activities for the Trust, having over 800 teachers. Well-verse with the SAP HR Module.
- Talent Management : Identify talent, interview, and onboard. Create, and implement crucial recruitment policies and processes.
- Administration : Optimize the regular HR activities by articulating, examining, and effectuating HR dashboards. Accountable for managing a whole gamut of functions, including assessing the contract requirement, monthly bill verification and coordinating for timely salary disbursement, leave encashment & bonus disbursement, and contract renewal annual activities.

HR Intern, 06/2019 - 07/2020

Mechtronics Project Pvt. Ltd. – Pune

- Managed confidential personnel files, maintaining accuracy and upholding strict privacy standards.
 - Coordinated scheduling of interviews between candidates and hiring managers, ensuring a smooth recruiting process for all parties involved.
 - Tracked employee attendance, identifying trends and providing insights for management to address any potential issues promptly.
 - Streamlined recruitment processes for increased efficiency in talent acquisition efforts.
 - Provided exceptional customer service to both internal and external clients, resolving HR-related inquiries promptly and professionally.
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EDUCATION

Master of Science: International Human Resources Management , 09/2022

The University of Edinburgh - United Kingdom

MBA: International Business Management, 08/2019

Savitribai Phule Pune University - Pune, India

ADDITIONAL INFORMATION

Date of Birth : 31st October, 1996