VAISHNAVEE DESHMUKH Mobile: +91 74001 94330

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## Dedicated HR professional with experience in managing entire employee life cycle, crafting HR policies, facilitating onboarding, overseeing payroll functions, leading recruitment efforts, etc. Proven ability to streamline HR operations and enhance organizational effectiveness through strategic HR initiatives.

# Work Experience

**Information Technology Learning Hub**

**HR Associate**

Sep 22 – Oct 24

* Led the team responsible for managing HR related tasks for 100+ employees.
* Developed, implemented and managed end to end onboarding, recruiting and training program.
* Provided insights basis HR analytics, to support decision-making and strategic planning.
* Efficiently handled payroll, ensuring timely and accurate compensation for all employees.
* Handled performance management, facilitating constructive feedback and fostering professional growth among employees.
* Promoted employee engagement initiatives while also addressing and resolving any grievances raised by employees, fostering a positive and supportive work environment.
* Developed a comprehensive set of HR policies from scratch, ensuring alignment with legal requirements, industry best practices, and the organization's values and objectives.
* Promoted open communication channels between employees and management.

**Think and Learn Pvt Ltd – Bengaluru Recruiter (contract)**

Jan 22 – Jul 22

* Responsible for recruitment of mid-level to senior-level employees.
* Formulated recruitment strategies with hiring managers.
* Screened and interviewed candidates at various stages of hiring process.
* Participated in job fairs and other recruitment events to attract potential candidates.
* Leveraged HR analytics to effectively manage and analyze data, enabling informed decision-making and strategic planning to optimize workforce performance and enhance organizational outcomes.

**HDFC Life – Mumbai Management Intern**

Feb 21 – May 21 2015

* Sourced candidates from job boards, professional network, referrals, etc.
* Verified candidate details through reference checks and other screenings.

# Skills

* + Payroll Management
	+ HR Analytics
	+ Recruitment

# Education

* Employee engagement
* Employee onboarding & training
* Strong business communication

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| **YEAR** | **DEGREE** | **INSTITUTE** | **BOARD/UNIV.** | **RESULTS (%)** |
| 2022 | PGDM | ICFAI Business School | Mumbai | 7 CGPA |
| 2019 | B.E. (Comp.) | Pillai College of Engineering | Mumbai | 6.40 CGPA |
| 2014 | H.S.C. | Terna Junior College | Maharashtra | 61% |
| 2012 | S.S.C. | St. Joseph High School | Maharashtra | 71% |

# Certifications and Accomplishments

## HR Analytics using Excel

## TATA Ion Certificate – Digital Learning.