

Shreya Tembhurnikar

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I am looking forward to work in an organization, which provides the environment for growth with competent and strong leaders in Human Resource Management as well as in Talent acquisition. I have an urge and inclination for learning new technologies.

Executive Digest

- Knowledge of Recruitment, sourcing and Selection Process.
- Knowledge of HR operations.
- Knowledge of HRMS Basics.
- Basic Knowledge Employee Engagement.
- Employee record management and staffing.
- Basic knowledge of project management.
- Service Operation
- Data Analysis & Tools – Power BI
- Possess problem-solving skills with Effective communication.
- Ability to understand new concepts and applications.
- Capable of working in time constraints in a target-oriented environment.

Academia

- Post graduation VDCET Nagpur (Maharashtra). (**MBA, HR and Marketing**)
- Graduate from MIET Shahpur (Maharashtra). (**BE**)

Skill Set

- MS Office (Word, Excel, PowerPoint)
- Power BI
- Time Management
- Communication and Interpersonal skills
- Python, Data types, framework, HTML
- Language: English, Marathi, Hindi

Project

Project Title: Study of an organization of Payroll Management

Description: Conducted a detailed study on the payroll processes including salary structure, compliance (PF, ESI, TDS). Analyzed efficiency, accuracy, and suggested improvements for process optimization.

Personal Details:

Name : Shreya Milindkumar Tembhurnikar

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