

Pranavi Gaikwad

Email: pranavipatil0308@gmail.com

Ph.No: 9834985994

Profile Summary

- Human Resource professional with 3+ years of experience in handling end-to-end recruitment processes.
- Demonstrated expertise in managing permanent staffing, employee engagement, HR operations, and administrative functions.
- Adept at sourcing and screening talent, managing HR PMS, policy formulation, and supporting business units with manpower planning.
- Proven ability to streamline HR processes and improve organizational efficiency.

Core Competencies

Recruitment	Interview Coordination & Scheduling	Salary Negotiation & Offer Management	Data Management	HR Documentation & Administration
Sourcing Strategy	Operations	Performance Management System	Employee Engagement & Relations	Admin

Work Experience

Godavari Urban Multistate Credit Co-Operative Society Ltd., Nanded.

From July, 2022

HR – Junior Officer

Responsibilities:

- Complete recruitment life cycle from sourcing to joining of candidates
- Conducting initial interviews by phone to determine experience and skill level of the Candidates
- Convincing and negotiating the employment terms with candidates
- Induction Training
- Maintaining the proper Monthly PMS for all the Employees and updating the same to the management.
- Recruitment & Selection

- Sourcing right candidates as per Branches Requirement using different search viz job portal like-Career Page & References & Mail ID etc. and maintaining the same in proper format for future requirements.
- End to end recruitment process
- Requirement gathering with business.
- Sourcing and screening the candidates, processing them with the interview process
- Salary negotiation and taking cost approvals
- Preparing Offer letters, Appointment Letter & Duty List, COC letters, Transfer Letters, Charge Letters, Deputation Letter & Salary Increase Letters.
- Solving Employee (Smart Office Application Related) all Queries
- Quarterly PMS Allotted to All Employees in the Smart Office Application.
- Data Management
- Requirement Gathering of different branches.
- Handling Employee Engagement.
- Handle whole HR (Employee engagement, Operations, Recruitment, PMS), Admin, Operations Department.

Education

- Completed MBA in HR from **Yeshwantrao Chavan University, Nashik** in 2023
- Completed Graduation in BBA from ITM College, SRTMUN University Nanded in 2021

Personal Details

Pranavi Gaikwad

Email ID: pranavipatil0308@gmail.com

Ph.No.: 9834985994

Birth Date: 03rd August 2000

Permanent Address: Near Asha Hospital, Nanded

Marital Status: Unmarried

Languages Known: English, Hindi, Marathi.

Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.

Place: Nanded

(Pranavi Gaikwad)