

SNEHA PUROHIT



I am Freelance HR Service Provider, I have worked in the private, IT and Non-IT sectors, serving in multiple HR roles to include HR Administration, HR Generalist and Recruitment for over 10 years while also serving as a freelance HR consultant / Virtual HR to several small businesses, advising and coaching owners on the logistics of human resources since 2019.

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- Education: MBA (HR)
- Experience: 8+ Years
- Date of Birth: 7-2-1989
- Marital Status: Married
- Address: Kandivali(E), Mumbai

Freelance Work I Do:

1. Freelance Recruitment Service
2. Freelance HR Generalist Service:
 - Facilitate Onboarding for the New Employee
 - Leaves and Attendance
 - Performance evaluation
 - Exit Interviews
 - All Day Availability for Employee queries or questions
 - Full recruitment cycle (JD making, Searching, Advertising, Screening, Arranging Interviews, Negotiation, Offering, Background check)
 - Create Employee Handbook/Policies & Procedures
 - HR Audit
 - Handling employee grievances and disputes
 - Designing Training programs
 - Employee Development Plan
 - Employee Engagement Activities

Work Experience:

Company	Designation	Duration
Freelance	HR Consultant	March-2020 till date
Bombay Cambridge Gurukul	HR Coordinator	Oct. 2016-May 2019
Website Developers India Pvt. Ltd.	HR Manager	Sep.2015-May 2016
Solute TechnoLabs LLP	HR Manager	Nov. 2014-July 2015
Elite InfoWorld	HR Executive	Aug. 2011-Nov. 2014

Industries Worked With:

IT Software and Hardware	Digital Marketing
FMCG	Telecom
Pharmaceutical	Entertainment & Hospitality

I work for many companies as a freelancer Recruiter, sometimes working as a Freelance generalist, sometimes company hire for one service; e.g. Performance Appraisal or for arranging Employee Engagement event. I make and modify proposal as per your HR requirement!

Let's connect and discuss!!