



## SNEHA PUROHIT

I am an experienced HR Professional with a strong background in the private, IT sector. Over the course of more than 10 years. In addition to my role in corporate HR, since 2020, I have also been offering freelance HR consulting services to multiple small businesses. As a consultant, I provide HR services, valuable advice and coaching to business owners, guiding them through the intricacies of managing their human resources effectively.

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**Education:**  
MBA (HR) OMVVIM college, Gujarat Technological University. [2011], 8.20 CPI

**Skills:**  
HR Software  
Agile Methodology  
KRAs and KPIs Making  
Data Analysis  
Interviews  
Negotiation

Experience		
Company	Designation	Duration
Freelance: Working as an Independent HR Consultant for Domestic and International markets. I do directly work with companies to give HR services from Recruitment, Policymaking, Performance appraisal, Employee Engagement, HR audit to handle company’s HR department.	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

### Profile:

#### Recruitment & Selection

- Making and defining job descriptions.
- Using networks and various portals to hire all level of position.
- Well versed with Niche kind of Profile.
- Analyzing Job requirements, handling vendors, screening, candidate validation, conducting preliminary “Skill Identifying round” and “HR Round” of Interview, and final HR round.
- Responsible for conducting Pre- induction, offering offer letters, conducting background checks & follow-up till the date of joining.

#### Post Recruitment:

- Analysing and maintaining data related to recruitment.
- Making HR Metrics to check the cost and use of channels and its effectiveness and efficiency.

#### Employee Orientation & Induction

- Post-induction of new joiners, issuing appointment letters, collecting required documents as a part of joining formalities and providing them with identity cards, visiting cards & Joining Formalities like Banks Account Opening Forms, etc.

### **Management Information System**

- Handling in-house HR Software.
- Maintenance & updating of Employees Personal as well as Professional Database.
- Responsible for providing monthly MIS report to the head office as well as to the Management (Report Contain Monthly New & Resigned Employees, Total Manpower at the month end, Time & Attendance Report, Suggestion from Employees).

### **Communication, Learning & Development**

- Monthly meeting with TL and Project managers for Communication strategy, Current work, projects, clients and plans for next month and co-ordinate with yearly business goals.
- Conducting meeting and other planned activities such as Training, Brainstorming session, Calendar.
- Periodically meeting with Management team regarding Internal Newsletter and Branding.
- Conducting employees' surveys periodically.
- Plan, design and organize Training.

### **Employee Engagement Activities**

- Issuing Calendar of planned activities and Training Calendars.
- Reward & Recognition events.
- Days celebration/Birthday celebrations.

### **HR Audit, Policies and Payroll**

- Periodically conduct HR Audit's and checking areas of improvements.
- Making and timely modifying HR and Business Policies.
- Responsible for the administrating time, attendance and payroll systems of employees. Also looking forward for the timely and accurate delivery of salary and incentives, including record keeping and reporting to the management support to Finance.
- Preparing Salary Slips, coordinate with CA's and also maintain data related to payroll records.

### **Leave, Letters, Time management and others**

- Taking care of Leave Applications/Records/Encashment.
- Analysis of monthly overtime and absenteeism.
- Developing and implementing disciplinary policies.
- Updating records such as prescribed Application Form for appointment duly filled in, Appointment Letter, Periodical Performance Appraisal, all memos/letters issued to staff regarding his/her job performance, warning or appreciation letters, increment letters etc.
- Responsible for maintaining the database of employees; also maintaining and monitoring attendance to ensure employee punctuality and sending monthly attendance report to the head.
- Handling PF related queries and resolving doubts.
- Handling employee grievance.

### **Performance appraisal management**

- Conducting performance appraisal including Setting meeting, Form feeling and deciding of increment.
- Making KPIs and KRAs of each department.

### **Full & Final Settlement & Exit Formalities**

- Taking Exit Interviews.
- Preparing Full & Final Settlements, Relieving & Experience letters.
- Calculating Leave balances & Encashment and resolve employee benefits related issues.
- Getting exit clearances from various departments and generate exit documents.

