

Sakshi Naik

Navi Mumbai, Maharashtra

sakshinaik73r_hor@indeedemail.com

+91 85302 98136

Human resources representative with 4+yrs experience managing employee benefits, employee hiring and onboarding, performance management and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes.

Personal Details

Industry: Human Resources

Total years of experience: 3

Work Experience

Sr Human Resource

Crescent Global IT Services - Mumbai, Maharashtra

November 2020 to May 2023

Achievements/Tasks

Design compensation and benefits packages Implement performance review procedures (e.g. quarterly/annual) Develop fair HR policies and ensure employees understand and comply with them Implement effective sourcing, screening and interviewing techniques. Assess training needs and coordinate learning and development initiatives for all employees. Monitor HR department's budget Act as the point of contact regarding labor legislation issues. Manage employees' grievances. Create and run referral bonus programs .Review current HR technology and recommend more effective software (including HRIS and ATS). Measure employee retention and turnover rates Oversee daily operations of the HR department.

IT Recruiter

Cabbagesoft Technologies - Mumbai, Maharashtra

June 2019 to October 2020

Achievements/Tasks

Liaise with clients to understand role requirements in order to source the most suitable candidates. Write and post technical job descriptions on specialist IT job boards, social media and any other relevant channels Source, .screen and

compile a shortlist of qualified candidates for various technical roles .Interview candidates combining various methods (e.g. structured interviews, technical assessments and behavioral questions).Build a candidate CRM to ensure a solid pipeline of qualified candidates - ensuring candidate data is kept updatedParticipate in tech conferences and meetups to network with IT professionals. Keep up-to-date with new technological trends in order to form strategic conversations with clients on future hiring needs.

Education

PGDM in Human Resource Management

Welingkar Institute of Research and Management - Mumbai, Maharashtra

BE in EXTC

Mumbai University

Skills

- HR lead Offer negotiation Offer generation
Hr interviews meetings
Increment meetings and letters trainings
documentation HR policies
performance management employee relations
English Hindi
Native or Bilingual Proficiency Native or Bilingual Proficiency
Marathi
Native or Bilingual Proficiency
- Microsoft Office
- Communication skills
- Leadership
- Organisational skills