

# **Shubham Vijay Suradkar**

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**Permanent Address :-** Radhaswami Colony, Jatwada Road, Harsul, Aurangabad,  
Maharashtra - 431001

**Current Address :-** Front of Khandoba Temple, Sector 20, Nerul Navi Mumbai,  
Maharashtra – 400706

## **Summary**

Self-motivated, results-driven professional with overall 2yr 3 Months of experience in Human Resource as a HR Executive seeking a position with a focus on IT and Non – IT Recruiting. Core competencies include Employee Relationship Management, cold calling, negotiation skill, team handling skills and excellent Communications with Employer and Employees.

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## **Essential Skills**

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- Recruiting
- Effective Communication
- Screening
- Employee Relation
- Job Descriptions
- Background Verification
- Multitasking

## **Soft Skills**

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- Flexibility and willingness to Learn.
- High Level Confidentiality.
- Making Friendly nature.
- Consistent in Working.
- Decision Making.
- Cold calling.
- Believe in Smart working

## **Personal Details**

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- **Nationality:** Indian.
- **D.O.B.:** 25<sup>th</sup> Jan 1997
- **Sex:** Male.
- **Marital Status:** Single.

## **Qualification**

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- Post Graduate in **MMS/MBA In Human Resource** From ASM's IMCOST College Thane affiliated by Mumbai University, Year - 2022
- Graduate in **Bachelor of Computer Application (BCA)** from Dr. BAMU University, Aurangabad, Year – 2019
- **HSC (12<sup>th</sup>)** in Science from Maulana Azad College Aurangabad, Year – 2014
- **SSC (10<sup>th</sup>)**, Year - 2012

# Experience

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**Company Name: - Axis E-Corp Solutions PVT. LTD.**

**Tenure: 2.3 Yrs.**

**HR Executive** - March/2022 to June/2024

## **Responsibilities:**

- Worked as a HR sourcing, screening, interviewing, presenting, and placing. (Naukri.com, LinkedIn, Indeed, Workindia, Foundit, Shine)
- End to End Recruitment.
- Interfacing with the hiring manager and the technical or Respected Team, collaborating/communicating consistently to obtain feedback and ensure satisfaction with candidates, and effectively expediting process flow.
- Updating internal databases with new hire information
- Mass Mailing, Bulk Messaging with the help of Job Portals.
- Job Posting on Portals.
- Interview scheduling on Telephonic, Virtual Round & F2F Round
- Managing the selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting.
- Maintain and update physical & digital employee records.
- Giving Information about Compensations and benefits as per company norms. (PF, Probation Period, Etc)
- Gather payroll data like bank accounts and working days
- Making And Releasing the Offer letter, FNF, Service Letter.
- Updating HR Policies by the instructions.
- JD Updating and design.
- Employee Engagement, Handling Grievances, Employee Retention
- Vendor Management
- Develop training and onboarding material
- Update company policies and FAQ Documents in lieu of Director/VP of HR
- Update, maintain, and present reports with KPIs such as turnover rates and hires by each department.
- Assist payroll department by providing employee information on leaves and employee benefits.
- Gather staffing needs from the Head of Departments, and create and publish job ads
- Provide training and development opportunities.

- Respond to emails and calls on behalf of the department.
- Take meeting minute notes.
- Administer background checks, and other pre-employment screening.
- Handle all employee queries, written or verbal with the utmost confidentiality.
- Brings issues to managers' notice.
- Frequently interact with managers and heads of various departments to disseminate/Deal information.
- Organize and supervise all travel arrangements for employees.
- Assist the HR Department in the management of day-to-day tasks.

**Signature**