

SHWETA S. SALVI



Shanti-Vaibhav Society 408 – D
wing, Sector - 42A
Seawoods Darave (W),
Navi Mumbai - 400706



+91- 9819084641/8369534153



shwetapawar22@gmail.com



PROFESSIONAL SYNOPSIS

Highly dedicated and seasoned professional with expertise in talent acquisition and recruitment processes. Deeply passionate about identifying and nurturing top talent, I am seeking a challenging position in a reputable organization. My goal is to contribute my skills in recruitment strategy, candidate assessment, and effective onboarding while maintaining a strong commitment to enhancing employee satisfaction and staying updated with industry trends."



CORE COMPETENCIES PROFESSIONAL EXPERIENCE

- Talent acquisition and recruitment
- Effective communication skills
- Onboarding and orientation
- Employee relations and engagement
- Performance management
- HR policy development
- Organizational development



ACHIEVEMENTS

- Certified with organizational awards (Platinum, Gold, Silver, Bronze) for consecutive years.
- Trained in Leadership Skills, Operational Risk, and management.
- Certified in JDIC project 'Production Variances' to enhance production processes.



○ Si Creva Capital Services LTD (Fintech Industry)

HR EXECUTIVE (TALENT ACQUISITION / RECRUITMENT PROCESSES) | AUG 2022 – PRESENT

- Sourcing potential candidates from various online channels.
- Coordinate with partnered agencies to schedule interview dates for shortlisted candidates and conduct candidate interviews.
- Oversee the employee onboarding process, including collecting KYC documents, education certificates, etc and updating those in HRMS software.
- Maintain employee files and records in both electronic and paper formats and Utilize the HRMS system to streamline HR processes.
- Facilitating offer letters, and creating employee codes.
- Maintain the Master record for active employees, including salary details, increment amounts, and banking information.
- Promote HR programs aimed at creating an efficient and conflict-free workplace.
- Undertake tasks related to performance management, such as Performance Improvement Plans (PIPs), arranging Training programs for the employees on PIP.
- Regular performance evaluation and feedback can motivate employees and help them improve.
- Arranging POSH trainings twice in a year for all the employees.
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities

- Work as ER for the Organization, conducting Skip levels, to understand regarding job roles, satisfaction levels, and happiness with leadership.
- Conducting Team building activities, such as Friday Fun, arranging for Picnics.
- Handling & arranging the RNR programs for the Company to Appreciate employees.
- Conduct Exit Interview for the employee who want to resigned from the company.
- Process for the FNF (Full and final settlement) if the handover and approval of official belongings appropriately with proper condition, and any dues are pending.

○ **IMDS LTD – HR cum Admin Executive | JAN 2021 - DEC 2021**

- Handled all administrative tasks, including maintaining petty cash, managing inward-outward data for all branches, and creating new formats for official documents.
- Drafted agreements for projects assigned to all branches by the company and maintain comprehensive data for all projects, clients, and information related to Maha Udyojak projects.
- Coordinated with supply chain management for client project materials, collaborate with the DTP team for client flex and banner needs, and address client queries.
- Generated invoices and challans for new shipments, proofread data received from the DTP team for social media activities, and create QR codes for IMDS products for the IMDS Mart portal.
- Prepared offer letters for new joiners, maintain their documentation, and organize project records to ensure seamless access and data retrieval.
- Organized and maintain project records to ensure seamless access and data retrieval. Developed and implement administrative processes to enhance efficiency across all branches. Counsel new clients about the projects offered by the company.
- Calculated incentives for the company's promoters.

○ **BANK OF AMERICA CONTINUUM (NON-SUBSIDIARY BANK)**
TEAM DEVELOPER INDIVIDUAL CONTRIBUTOR (TDIC) | JUN 2007 TO NOV 2017

- Handled escalations, client reports, CTQ reports, assignment reports, capacity reports, dailydata reports, count reports, efficiency & quality reports, and other related tasks.
- Conducted comprehensive training sessions for new joiners as a subject matter expert and successfully managed team responsibilities in the absence of the Team Leader.
- Spearheaded the Death Certificate Management project and previously involved in the Blue Print loan application process and foreclosure clearance as part of the first-level team.
- Contributed to the MHA program aimed at preventing foreclosure situations by diligently analyzing mortgage documents on behalf of customers.
- Efficiently explored mortgage documents, accurately recording customer information in loanfiles and categorizing documents into systematic folders as an image indexer.
- Conducted monthly conference calls with Line of Business (LOB) stakeholders to provide updates and ensure alignment.
- Demonstrated adaptability and consistently excelled in diverse work environments.
- Contributed actively as a member of the Fun Committee to foster a positive work culture and engagement among colleagues.



EDUCATIONAL QUALIFICATION

- Six Sigma Basic Course – Nov 2011
- Dip in Tax Management – Aug 2009
- T.Y.B. Com – Jun 2008
- Diploma in Administration Services – Apr 2006



LANGUAGES

- English (Full Professional Proficiency)
- Hindi (Full Professional Proficiency)
- Marathi (Native/Bilingual Proficiency)