

Pooja Nandurkar

HR Executive

Wakad, Pune

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Professional Summary

Versatile HR Executive with 2 years of experience in managing end-to-end HR operations, including recruitment (IT & Non-IT), employee life-cycle management, payroll coordination, and HR compliance. Experienced in handling employee relations, attendance, leave management, and engagement initiatives. Proficient in HRMS tools and HR analytics, with a strong ability to support overall HR functions and organizational effectiveness.

Core Competencies

- **HR Operations** - Employee Lifecycle Management, HR Policies & Employee Engagement.
 - **Recruitment & On-boarding**- Recruitment Coordination, Interview Scheduling, Offer Documentation, On-boarding & Induction.
 - **Payroll & Compliance**- Attendance & Leave Management, Payroll Inputs, Full & Final Settlement Support.
 - **HR Systems & Tools**- Razorpay, Keka HR, Zoho People, MS Excel, Google Workspace.
 - **Administration & Vendors**- Office Administration, Vendor Management, Facilities & Asset Coordination.
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Professional Experience

HR Executive

Amonex Technologies Private Limited (Recaho Digital) – Pune

July 2024 – Till Now

- Managing Internal end-to-end recruitment, including External UK client hiring for both IT and Non-IT roles—covering screening, interview scheduling, offer generation, negotiation, and confirmation.
- Executed BGV, on-boarding, HR documentation, Induction and Training Plan, PIP and Appraisal Part.
- Managed attendance and leave tracking, taking care of employees allowances, incentive.
- Managing payroll support on (HRMS Software) & coordinating PF/PT compliance's
- Supported HR policy implementation and statutory compliance processes.
- Coordinated vendors, facilities, office supplies and Led employee engagement initiatives such as festive celebrations, birthdays, and internal communication activities.
- Acted as the primary HR point of contact for employee queries and leadership coordination.

HR Intern

HYT Engineering Company Pvt. Ltd – Pune

March 2024 – May 2024

- Supported IT & Non-IT end to end recruitment and candidate Documentation part.
- Posted openings on LinkedIn, Naukri, Indeed.
- Assisted on-boarding, induction and documentation processes.
- Worked on Keka HRMS for Hiring.

Education

MBA – Human Resource Management

IBMR Institute of Management & Research, Pune

Technical Skills

- Keka HRMS
- Razorpay HRMS
- Zoho People
- MS Excel
- Word
- PowerPoint

Hiring Tool

- LinkedIn Hiring
- Naukri Hiring
- Indeed/ Intershala
- Monster
- Apna

Languages

- **English | Hindi | Marathi**