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PROFESSIONAL SUMMARY:

OBJECTIVE

Enthusiastic and creative professional with a strategic mindset, possessing strong interpersonal and organizational skills. Seeking to establish a rewarding career in Human Resources. I am driven to cultivate meaningful relationships with candidates, employees and clients through effective communication.

CORE SKILLS

Leadership | Effective Communication | Public Speaking | Active Listening | Teamwork | Recruitment | HR Policies | Analytical Problem Solving | Decision Making | Project Management | Confidentiality | Payroll Administration | Time Management | Employee Engagement | Adaptability | Collaboration | Critical Thinking | Leave Management | Attendance Management | Talent Management | Multitasking |

WORK EXPERIENCE:

HR MANAGER

Bansal Classes Private Limited | Mar 2023 – Present

- Develop and implement effective recruitment strategies to attract top talent for faculty and staff roles
- Collaborate with team members to resolve employee issues related to payroll, taxes, deductions, and other related matters
- Ensure employee satisfaction, oversee the health and safety of all employees, conduct employee welfare activities, etc
- Maintain attendance, leave, LOP, EEO data for all employees according to policy and legal requirements

HR OFFICER

DMart (Avenue Supermarts Limited) | Dec 2022 – Mar 2023

- Managed recruitment, training, documentation, onboarding and exit activities at the store level
- Managed attendance and leave records on a monthly basis
- Validated 3P bills
- Managed salary disbursement, statutory compliance, employee engagement initiatives and events
- Handled the notice board, conducted inspections and escalated grievances

HUMAN RESOURCE INTERN

Podium Systems Private Limited | Dec 2021 – Feb 2022

- Collected job requirements and posted job descriptions on internal site and job boards
- Sourced potential candidates through various channels including internal referrals, job boards and social media platforms
- Screened resumes and conducted initial interviews to assess qualifications, skills and experience
- Negotiated job offers and compensation packages with candidates
- Handled incoming applications and collated received documentation
- Updated candidate information and prepared a regular data-based report
- Scheduled and monitored interviews for candidates across 20 roles

ACADEMIC CREDENTIALS:

Qualification	Institution	Percentage	Year
MBA – HR	Jankidevi Bajaj Institute of Management Studies, Santacruz, Mumbai	70.90	2022
B. Tech – Chemical Engineering	Shri Guru Gobind Singhji Institute of Engineering & Technology, Nanded	73.00	2020
HSC	Pratibha Niketan Jr. College, Nanded	66.00	2016
SSC	Universal English Medium School, Nanded	93.60	2014

SUMMER INTERNSHIP PROJECT:

- To Study Employee Retention Practices of Tata Motors and Maruti Suzuki
- Utilization of Banana Fibre for making Wrapping Paper

TECHNICAL LITERACY:

- Microsoft Office Suite (MS Word, MS Excel, MS PowerPoint)
- Ramco Systems: Global Payroll Software
- SAP NetWeaver ESS Portal
- Google Workspace (Docs, Sheets, Slides, Forms)

CERTIFICATIONS:

- Talent Management
- Digital Media Marketing
- Human Resource Management
- Entrepreneurship Learning Program
- Big Data Analytics and Marketing