

Simantini Naik

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SUMMARY

Results driven as HR with strong background in recruitment and management skills. Notable for critical thinking and presentation skills, successfully achieving targets while ensuring compliance and enhancing candidate experiences .

SKILLS

Effective Communication

Critical Thinking

Problem Solving

Time Management

Presentation Skills

EDUCATION

Apr 2019

Sikkim Manipal University ,Manipal University

Manipal, Sikkim

MBA - Human Resource Management

Jun 2014

Sinhgad Institute Of Technology And Science, Pune University

Pune, Maharashtra

B.E (Comp)

EXPERIENCE

Nov 2021 - Jan 2024

HR Remedy India

Kolhapur, Maharashtra

Franchise Partner

Managed daily franchise operations and ensured compliance with company standards.

Conducted research, gathered information from multiple sources and presented results.

Offered efficient results to clients while handling challenging situations.

Lead a team of five including their salary negotiations on both client and candidate side.

Carried all HR and other business related operations successfully.

Jun 2019 - Mar 2020

HR Remedy India

Pune, Maharashtra

HR Executive

Manage executive schedules and coordinated communications including calling, responding to emails and interfacing with clients and team members.

HR recruitments in insurance sector and pan India level.

Expertise in staffing, recruiting, sourcing, headhunting and interviewing.

Communication with candidates across each step of the application process and follow ups.

Expertise in mass mailing, making excel sheets, end to end recruitment process.

Aug 2014 - Apr 2016

Star Infotech

Kolhapur, Maharashtra

Project Coordinator

Coordinated project timeline and schedules for multiple ongoing initiatives.

Managed project documentation to ensure compliance with company standards.

Collaborated with stakeholders to gather requirements and define project goals.

Coordinated with internal departments as well as external vendors to ensure successful completion of task.