

# Shrushti Gawde

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## EXPERIENCE

### **SJP ULTRASONICS PVT LTD , Vasai — HR Administrative**

Oct, 2021 - Jan 2024

Updating and maintaining employee records and benefits information.

Providing payroll information by keeping track of attendance, leaves and work time records.

Supporting all internal and external HR related inquiries with good email correspondence.

Preparing recruitment lists and job postings, scheduling applicants and checking references.

Providing detailed information to new employees regarding the company's policies and benefits.

Supervising and managing staff transport and accommodation facilities for outstation site visits for employees.

Proactively updating and maintaining HR policies and procedures to ensure compliance with company standards.

### **EROCKETMAIL ONLINE ASIA LTD, Mumbai — HR Assistant**

Jan, 2019 - Oct, 2021

Handled incoming and outgoing correspondence and emails.

Coordinated and scheduled meetings, interviews, conferences and special events.

Maintained and organized office supplies and equipment.

Assisted in updating and maintaining employee records database and filing systems.

Follow-ups with the prospective candidates for vacant job positions and informed selected candidates through phone calls and emails about interview date and venue.

Provided detailed information to new employees regarding the company's policies and benefits.

Provided payroll information by keeping track of attendance, leaves and work time records.

## SKILLS

Attention to detail.

Strong communication skills.

Customer focus.

Teamwork and collaboration abilities.

Problem solving abilities.

Organization.

## LANGUAGES

Marathi, Hindi and English

**MIRA BHAYANDAR SPORTS COMPLEX , Mumbai — *Front desk executive***

Jan 2018 - Dec 2018

Greeted and welcomed guests in a professional and friendly manner.

Managed incoming calls, emails and inquiries and directed them to the appropriate department or individuals.

Kept the front desk area neat, organized and presentable at all times

Scheduled and confirmed appointments

Maintained and updated the inventory, stationary, equipment database into the computer system.

**INDIAN INSTITUTE OF HOSPITALITY AND MANAGEMENT— *Receptionist and counselor***

Mar 2014 - Apr 2016

Greet and welcome guests in a friendly manner, providing them positive first impression of the organization

Manage incoming calls, emails and inquiries and directing them to the appropriate department or individuals.

Keep the front desk area neat, organized and presentable at all times

Counseled students, interacted with students and assisted them for admission procedures.

Taking follow-up of walking, telephonic and online inquiries.

**EDUCATION**

**HSC**

**BBA**

**SUMMARY**

Highly dedicated and detail-oriented HR administrative with 4+ years of experience supporting HR functions and smooth operations. Skilled in managing employee records, coordinating with recruitment processes, and assisting with payroll administration. Proven ability to deliver exceptional customer service and forge positive relations with employees and customers at all levels. Strong communication and organizational skills with commitment to achieving HR objectives.

I will wholeheartedly endeavor to achieve the organization goals with my skills, expertise and hard work.

Shrushti Gawde