

**Jyoti Waghela**

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I have 8 plus years of total work experience as a HR- recruiter, Technical Trainer. I have done B.E in electronics and communication (AMIE) & currently pursuing MBA in HR from ITM -Kharghar. Having started out with a leading HR and Management Consulting firms Busisol Sourcing (India) p Ltd as an HR-Executive I was predominantly into hiring for our clients, right from job listing, sourcing, shortlisting, scheduling interviews to closing and realization of payments from the clients. After Busisol, I decided to join Jetking as a technical trainer since profile was relevant to my professional degree. In a Nutshell, I have experience into technical training, HR for more than 8 years. My strength is punctuality, quick learning and positive attitude towards life.

### Professional Experience: -

Organization Name	Designation	Time Duration	Location	Reporting to
Capable Work Force (CEDP)	Sr Recruiter	Feb 2020 - July 2020	Thane	HR
Sahyog College of Management Studies	HR & Training & Placement Officer	Sep 2019 - Feb 2020	Thane	HOD
Jetking Infotrain Ltd	Tech trainer & Recruiter	July 2017 - Sep 2019	Vashi	Centre Manager
Jetking Infotrain Ltd	Tech trainer	July 2006 - Jan 2011	Sewri	Centre Manager
Busisol Soucing (INDIA) ltd	Recruiter	March 2005 - June 2006	Chembur	Team Leader

### Educational Qualification: -

Course	Institute	Branch	Year	Percentage
EMBA	ITM - Kharghar	HR	Oct 2018- Sep2020 (Pursuing)	1 <sup>st</sup> Trimester-75% 2 <sup>nd</sup> Trimester-86% 3 <sup>rd</sup> Trimester -74% 4 <sup>th</sup> Trimester -79%
AMIE (Equivalent -BE)	IEI -Kolkata	EXTC	Sep- 2018	CGPA- 7.25
Post Diploma	Govt Polytechnic- Bandra	Satellite Communication	July -2001	69.33%
Diploma	VESP - Chembur	EXTC	June -2000	64.57%
S.S.C.	SVVV – Sion	MH board	June 1997	70.00%

### Skills: -

- Presentation Skill
- Communication Skill
- Team Player
- Good Decision Making
- Positive Attitude

- **Experience:**

**@ Capable Work Force**

To search candidates from Job Portal and External Agencies Job posting in the Job Portal  
Prepare Manpower Requisitions and updation of the same. Coordination with different HODs for recruitment.  
Initial Screening & Shortlisting of candidates and updation of the same. To do Reference Checks  
All Recruitment reports. Daily Weekly and Monthly  
Updation of recruitment trackers, CV Trackers and other Misc.  
Maintaining and Allocation of CVS in proper folders.  
Issuing all types of letter such as Appointment letters, Experience letter, Transfer Letter, warning letters etc. Handling general administration work like issuing of ID Cards, coordinating for new bank account, Official E Mail id Preparing salary structure  
Processing payroll, salary payment to employees.  
Monitoring Statutory complaints like – PF, ESIC, Gratuity and bonus Leave & attendance management.  
Updating employee master data on regular basis in excel as well as company software  
Attendance & leave Maintenance and Prepare Data for Salary Processing.  
Payroll Processing. And Salary disbursement. Managing Employee database.  
System implementation.  
Employee Relation.  
Employee Benefits.  
Knowledge of statutory compliance

**@ Sahyog College of Management Studies**

Use different job portals for recruitment of international candidates  
Screening of CV's  
Taking telephonic interview or Personal round of interview of the candidates and seeking approval from the senior management for the profiles  
Maintaining a datasheet of all the candidates and references in excel sheet  
Marking attendance for all the employees and Salary Processing  
CV building and resume designing  
Making induction presentations for new employees and introducing them to the company employees  
Training and development of new employees  
Making offer letters, appointment letters and termination letters Making of policies and contracts.  
Conducting session on Soft Skills, Corporate culture, Work Ethics.  
Preparing students for Interviews  
Taking Mock sessions – HR round Placement  
Placing student to IT companies on their desire designation and skills.  
Research Job Trends.  
Provide Career Services to Students. Network with Local Employers.  
Plan Hiring Events.  
Screen Potential Candidates.  
Arranging Industrial Visits for TY – BCA students.  
Providing Internship to last yrs. Students.  
Maintaining contacts with Alumni.

## @ Jetking Infotrain Ltd

### **As Recruiter:**

Handling complete recruitment Cycle (Job listing, Sourcing,  
Screening - Scheduling 1<sup>st</sup> round of interview (HR/Technical) of  
candidate Conducting demo lectures of candidate  
Salary negotiation as per the bench mark of company  
Releasing Offer letter  
Onboarding formalities  
Providing Training of all the processes (Counseling, Operations,  
Placements) Biometrics attendance configuration of candidate – Payroll  
Providing Email ids and system login credentials to joiner with coordination with IT dept.  
Keeping data of attendance and leave records of staff  
Formalities of FNF settlement

### **As Tech trainer:**

Conducting classes of IT and Non-IT students  
Preparing students for Interviews Conducting Employability Sessions Batch scheduling & lab scheduling Facultymanagement  
Components / Lab Management

## @ Busisol Infotrain Ltd

joining  
formalities  
Recruitment & selection  
Induction & on-boarding  
Attendance &  
leavemanagement Employee  
engagement  
HR policies implementation

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## Personal Information

**DOB:** 3<sup>rd</sup> Aug 1982

**Spouse Name:** Mr. Girish Waghela

**Languages known:** English, Hindi, Marathi, Gujarati.

**Hobbies:** Listening to Music, Watching motivational video, Tarot Card Reading, Numerology

**Address:** J -1101, Bhagwati heritage, Sec – 21, Kamothe, Khandeshwar 410209 Navi Mumbai

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Date:

Sign: