

# Shefali Bhogle

HR Executive

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## Profile

HR Professional with 2 years of rich work experience in recruiting Non -IT professionals.

## Education

**BCOM, Mumbai University**

2013 April - 2016 April

## Employment History

**HR Recruiter, Tiara Consultancy**

Mumbai | 2020 September - 2022 March

- Understand client requirements
- Client Coordination
- Employ recruiting methods to attract candidates (e.g. job advertising)
- Evaluate resumes and applications
- Source candidates using databases, social media etc.
- Assume responsibility of pre-interview screening
- Match the most suitable candidates to different positions
- Create relationships with job seekers and provide advice
- Facilitate and finalise agreements between candidate and employer

**HR Executive, Riche ENTrepreneurial Venture Neo Pvt ltd**

Mumbai | 2020 February - 2020 August

- Hiring and retaining talent for the organisation at the right cost.
- Creating and approving budgets for all the departments.
- Helping make the payroll of the company.
- Organising important events of the organisation.
- Helping resolve conflicts and other issues within the company.
- Conducting exit interviews with outgoing employees.
- Overseeing the termination process of an employee.
- Counselling employees who are stressed.

**Customer Service Executive, Teleperformance DBS**

Mumbai | 2016 November - 2019 March

## Internships

### ADDRESS

H wing Room no 2106 new pmgp  
mhada colony mulund east, Mulund  
East, 400081, Mumbai

### BIRTH DATE

21-06-1995

### NATIONALITY

Hindu

## Languages

MARATHI



HINDI



ENGLISH

