



PERSONAL DETAILS

Suchita Sakhare

DOB : 28-04-1998

Contact No.:

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Address :

Near Prajwal AutoEnterprises,
Pune- Solapur Highway,
Kunjirwadi,
Pune – 412 110

Skills :

Multitasking abilities



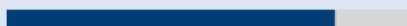
Quick Learner



Leadership Skills



Teamwork



Hard-working



Disciplined



Suchita Sakhare

Enthusiastic Human Resources professional with experience of 2 plus years in Hospitality sector. Well versed with strategic planning, practical and technical knowledge.

CORE COMPETENCIES

- **Preparing MIS**
- **Associate life cycle** – Recruitment, on boarding, compensation and benefit, documentations, Performance Management, Rewards & Recognition.
- **Employee advocate** - Employee Surveys/ Communication, Employee Relations, Diversity
- **Budgets** planning and implementation
- **CSR** – Activities planned to help employees, society and Globe

WORK EXPERIENCE

- Organization: Lemon Tree Premiere Pune
Designation: Senior Supervisor-HR
Period: Sept 2022 - till date
 - Undergoing Executive Development Program
Period: Oct 2023- Mar 2024
- Organization: Marigold Banquets and Conventions, Pune
Designation: HR Associate
Period: Nov 2021 – Sept 2022
- Organization: The Gateway Hotel, Nashik
Designation: HR OJT
Period: July 2021- Oct 2021
- Organization: Lemon Tree Premiere, Pune
Designation: HR Intern
Period: Feb 2021- April 2021

Job Responsibilities: -

- ↻ Recruitment process
- ↻ induction process for operational staff.
- ↻ Payroll structure

Languages Known:

- English
- Hindi
- Marathi

Software Tools:

- IDS
- SAP

Hobbies:

- Reading
- Learning
- Travelling

- ↻ Maintaining costs within budgets
- ↻ Preparation and implantation of policies for Organization
- ↻ Attendance, leave and payroll Management
- ↻ Preparation of innovative cost effective schemes for recruitment
- ↻ Adherence to statutory regulations & compliance with various governmental agencies.

Job Responsibilities Training: -

- ↻ Employee Induction and orientation including awareness of HR policies
- ↻ Soft skill trainings
- ↻ POSH training
- ↻ Implementation of Grooming, hygiene, safety security, integrity audits

ACADEMICS:

- 2020 – 2023 - Post Graduation Diploma in Human Resources Management – MIT College of Distance Education, Alandi
- 2017 – 2020 – Bachelor’s Degree in Hotel Management –IIBM College of Hotel Management, Pune
- 2016-2017 – Diploma in Tourism and hospitality Management – Trade Wings Institute of Management, Pune

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