

## Aksha Godbole

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### Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately

### Experience

#### **KLE Society's College of Business Administration**

20 March 25 - Working

#### **Placement Officer (BBA Department)**

#### **3I-Infotech Pvt Ltd**

1 April 23 - 22 Oct -25

#### **Senior Associate - Talent Acquisition**

Have worked on applicant tracking system (ATS)

Sourced and screened potential candidates through various methods resulting in increase in the number of qualified candidates and a increase an overall candidate satisfaction

Negotiated Job offers and coordinated on boarding process resulting in offer acceptance

Developed and managed job posting on various job boards resulting increase in applicant volume and increase in overall candidate quality

Managed the require recruitment process for a high volume hiring initiative resulting in increase in the number of higher and decrease in cost per hire

Candidate assessment and evaluation

Interviewing and selection

Implementation of new plans to onward the offered candidates such as Business connects and HR connects

Collaborated but hiring managers to streamline the interview process resulting in increase in offer acceptance rate. Oversaw the full on boarding process insurance precise completion of all preemployment procedures and documentation.

Managed and maintained organized documentation.

Worked in conjunction with team members to enhance hiring process.

#### **3I- Infotech Pvt Ltd**

3 March 22 - 31 March 23

#### **Associate Talent Acquisition**

Learned and applied the basics of recruitment through rigorous training program.

Managed to source and hire good no resources in first quarter.

Worked with team to create social media campaigns.

Reached minimum 30 candidates per day.

Worked with tools like Naukari, LinkedIn, and

Monster. Recruited candidates of entry level

G2&G1.

Coordinating with clients and maintain employee records and documents.

Conducted Face to face interview and virtual drives for senior position with candidates. Have good experience on I-Enrich and Hono HR tools

LearningMate Pvt Ltd

30 May 2021 - 11 Nov 2021

HR consultant

HR consultant

Handling joining documents of employees

Sourcing candidates

Maintaining offer letters

Handling employee engagement activities

## Education

### IBMR B School

2021

Master of Business Administration (Finance & Human resources)

75.88%

### Chinmaya Degree College Hubballi

2019

Bachelor of commerce

73.32

### Chinmaya College Hubballi

2016

12th / HSC

60.00

### Nirmala K Thakkar High School

2014

10th/ SSC

72.32

## Skills

SAP FICOFI-GL: Configuring and Customizing of Enterprise structure, Financial Accounting global setting, General Ledger Accounting. ✓ Accounts Payable: Configuring and Customizing customer A/c group, vendor master data, Automatic Payment Program, house bank customization and check management. ✓ Accounts Receivable: Configuring and Customizing customer A/C group, Customer master data, Configuring Dunning areas and dunning procedure. ✓ Assets Accounting: Configuring and Customizing of Assets, Maintaining of Asset master data, Acquisitions, Retirements, Transfers, Revaluation of Assets and Depreciation ✓ Maintaining Controlling area. ✓ Knowledge on new GL Account.

MS office (Excel , PPT, Word )

Canva Software

Tally ERP 9

## Projects

### MCP

Study on employee attrition rate at Learning Mate Pvt limited with respect to Mumbai Location

### SIP

A comparative study on employee welfare at public bank and private bank

## Languages

English

Hindi

Kannada

Marathi