



SOHEL JALALUDDIN SHAIKH

HR GENERALIST AND HR OPERATION

DOB :- 24-01-2000

CONTACT

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Veer Sambhaji Nagar, Dahisar east
400068 Mumbai



EDUCATION

SSC

Sheth Gopalji Hemraj High School

HSC

Sheth Gopalji Hemraj High School

B.COM

Prahladrai Dalmia lions college
of commerce and economic

PGDM IN HR

Welingkar Institute of
Management Development &
Research - Present



SUMMARY

Motivated HR Executive with comprehensive background in human resources. Known for effectively managing recruitment processes, developing employee welfare programs, and implementing strategic HR policies. Strengths include strong leadership, exceptional communication skills, and a clear understanding of labor laws. Demonstrated ability to positively impact employee morale and company culture. Supports the HR team in implementing policies and procedures. Handles employee onboarding, training, and development.



SKILLS

- Human Resource Management
- Recruitment and Selection
- Payroll Administration
- Relationship building and management
- HR Policies
- Offer Letter Create



WORK EXPERIENCES

HR EXECUTIVE AND GENERALIST

Staffmate Solution | March 2023 - November 2024

- Managed recruiting process, from sourcing candidates to extending offers.
- Oversees a wide range of HR functions, including recruitment, employee relations, benefits, and compliance.
- Handles employee onboarding, training, and development.
- Interviewed job applicants to obtain information on work history, education or job skills.



LANGUAGES:

- Hindi
- English
- Marathi

RECRUITMENT CONSULTANT

Quess Corp Limited | March 2025 - Present

- Managed recruiting process, from sourcing candidates to extending offers.
- Created and maintained positive relationships with hiring managers and HR business partners.
- Creating Offer Letter and Salary Negotiation.