

Gauri Gothankar

Human Resource Management

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ACADEMIC CREDENTIALS

Degree	Institute	CGPA/%	Year
PGDM	Institute of Technology and Management, Kharghar		2023
B.E.(Civil)	Saraswati College Of Engineering	6.6	2020
XII (HSC)	G. N. Khalsa	64%	2016
X (SSC)	I.E.S. V. N. Sule Guruji	84%	2014

TECHNICAL QUALIFICATIONS

Technical Tools	<ul style="list-style-type: none">MS Office (Excel, PowerPoint, Access, Word)
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EXPERIENCE

Stones2milestones	Facilitator	2021-2022
Apar Industries Limited		May 2022 - Sept2022

- Executed complete onboarding process of new joinee.
- Planned for new Crèche establishment in the organisation.
- Scheduled training for high potential employee.
- Initiated training calendar for future trainings.
- Co-ordinated with Intercell committee.
- Created summary report for employee engagement survey.

Allana Group, Mumbai HR Senior Executive	June 2023 - Present
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- Managed the end-to-end process of an online quarterly awards program for plants and offices nationwide.
- Overseeing budget management, coordinating nomination queries, ensuring timely release of awards, collaborating with the virtual portal team at Advantage Club, and ensuring the seamless execution of the awards process.
- Handled and resolved Meal Card queries
- Virtual engagement drive : Appreciation Drive
- Allana Social Media Presence: Drafted post content, editing of photos & videos related to business exhibitions, employee engagement events.
- Corporate Cricket Tournament: Drafting communication mailers, designing screensavers, creating engaging messages, team allocation, coordination vendors, turf shortlisting, budgeting, anchoring, crowd management. Successfully directed and coordinated with over 150 employees to ensure smooth event execution.
- Minimal to zero budget engagements:
 - i) Women's day engagement: CXO Talks
 - ii) Navratri engagement: Same color code dressing.
 - iii) Christmas celebration: Color code dressing, secret Santa.
- Arranged virtual sessions for employee wellness in plants and offices nationwide.
- Managed end-to-end Talent Acquisition processes for corporate and plant offices, from sourcing to offer generation.
- Built strong stakeholder relationships through transparent communication and timely delivery of hiring metrics and status updates.
- Completed pre-joining and post-joining formalities for new hires.

POSITIONS OF RESPONSIBILITY

Graduation

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| <ul style="list-style-type: none"> Creative Head in Student Council committee of college. | 2018-2019 |
| <ul style="list-style-type: none"> Lady Representative in C.E.S.A. committee. | 2019-2020 |

EXTRA CURRICULAR ACTIVITIES AND ACHIVEMENTS

Social

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| <ul style="list-style-type: none"> “National Service Scheme” candidate. | 2017-2019 |
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Extra Curriculum Achievements

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| <ul style="list-style-type: none"> Represented India at one of the top 4 International Beauty Pageant : Environment Specific | 2024 |
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Other Interests

- Teaching kids
- Painting
- Trekking
- Social Work : Environmental Awareness
- Workout
- Reading Books
- Create social media Engaging Content
- Environment Content
- Creative Content
- Public Speaking

