GUNJAN A. ISALKAR

HR RECRUITER | HR PROFESSIONAL | TALENT ACQUISITION & HR OPERATIONS

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PROFESSIONAL SUMMARY

Enthusiastic and results-driven HR professional with practical experience in end-to-end recruitment, candidate sourcing, onboarding and HR operations. Skilled in LinkedIn, Naukri and Google Sheets for managing hiring processes and organised talent pipelines. Strong communication, professional email writing and collaborative interpersonal skills.

PROFESSIONAL EXPERIENCE

HR Recruiter -- Skyeagle Infra Pvt. Ltd. **June 2026 - Present | Pune**

* Recruited and hired qualified professionals across diverse organizational roles.
* Used Google Sheets provided by team leader to access and manage candidate details.
* Conducted initial screening including resume evaluation and telephonic interviews.
* Facilitated onboarding through end-to-end support, follow-ups, and process improvement.

HR Executive -- AEL Tech **April 2025 - June 2026 | Pune**

* Managed end-to-end recruitment: job posting, sourcing, resume screening, shortlisting & interview coordination.
* Handled employee onboarding, joining formalities, document collection and HR documentation.
* Maintained attendance, leave records, late marks, regularization records, databases and personnel files.
* Coordinated employee engagement activities, recognition initiatives, and handled employee queries.

HR Recruiter -- Spring Raise Services Pvt. Ltd. **Sept 2024 - Feb 2025**

* Worked with multiple clients to understand manpower requirements and delivered candidates within deadlines.
* Sourced candidates via LinkedIn, Internshala and Naukri; handled bulk hiring for IT and non-IT roles.
* Coordinated interviews with shortlisted candidates and generated daily/weekly recruitment reports.

HR Intern -- Redient Security **July 2024 - Sept 2024 | Remote**

* Reviewed and screened resumes; conducted initial interviews to assess candidate skills and cultural fit.
* Assisted with offer letter preparation, candidate communication and coordination.

ACADEMIC PROJECT

The Study of Employee Satisfaction at WCL, Ukani Area **2024**

* Conducted surveys and interviews to understand employee perceptions of training and development practices.
* Analysed data related to employee performance, training and development over two years.

EDUCATION

MBA (Human Resources) -- D.Y. Patil Mumbai University (Full-time) **August 2025 - Present**

BBA (Human Resources) -- Priyadarshini Lokmanya Tilak Institute of Management **2021 - 2024**

CERTIFICATIONS, SKILLS & PLATFORMS

Certifications: HR Recruiter Training (Tareeqa Global) * POSH Certification (KEKA) * Generative AI in HR (LinkedIn)
MS Excel Beginner to Advanced (Lokesh Lalwani) * TCS iON Career Edge - Young Professional

Core Skills: Talent Acquisition, Candidate Screening, Onboarding, HR Operations, Documentation, Employee Relations

Platforms & Tools: LinkedIn, Naukri, Internshala, WorkIndia, Apna, Indeed, Sheets, Excel * Languages: English, Hindi, Marathi