

## **Aditi S Gabale**

### **Contact Details:**

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- Location: **Pune, Maharashtra, India**

### **Summary**

Highly motivated HR professional 4 years of experience and 7+ years of experience in travel industry, ability to manage onboarding, employee relations, and administrative tasks. I am skilled in Japanese (N3 level) and passionate about leveraging language skills to contribute to organizational goals.

### **Skills**

- HR Operations (Onboarding, Employee Relations, Payroll)
- Administration (Travel Booking, Visa Processing, Client Relationship Management)
- Team Management
- Training & Development
- Japanese (N3 Level)

### **Work Experience**

**Sr. HR Executive** | Dynamic Crane Engineer Pvt. Ltd. | Oct 2022 - Present

- Managed all aspects of the HR lifecycle, including onboarding, exit formalities,
- Handling Induction, training and development, event management,
- Handling employee engagement, and performance management, probation evaluation of new employee
- Handling payroll, maintain all employee data in Arrowsoft,
- Handled employee documentation, leave & attendance management, and KPI/KRA tracking.
- One on One interview with employee
- Other daily task

**HR Coordinator & Admin** | DBS Mintek Pvt Ltd | Oct 2021 - Oct 2022

- Provided comprehensive HR support, overseeing onboarding, training, and employee relations.

- Managed administrative tasks, including travel booking, visa processing, and client relationship management.

**HR Executive** | Arsh Management Partners | Apr 2020 - Sep 2021

- Executed the full recruitment process, attracting, screening, and hiring top talent.

### **Education**

- Bachelor of Commerce (B.Com) | Pune University | 60%
- Post Advanced Diploma in Travel and Tourism (Completion Date)
- Japanese Language Proficiency (N3 Level in progress) (Previously completed N4 & N5)

**Date:**  
**Place:**

**Signature**