

VEDANT BHALERAO

HR Intern

📞 9146610437

✉ vedantbhalerao30@gmail.com

📍 Pune

ABOUT ME

Motivated and detail-oriented HR Intern with hands-on experience in operations and exposure to HR processes while working closely with a People Operations Manager. Possess a strong understanding of recruitment workflows, along with excellent communication and coordination skills. Eager to build a career in Human Resources and contribute to organizational success.

EDUCATION

Bachelor of Business Administration in Computer Application - BBA (CA)

S M Joshi College, Hadapsar, Pune

Year of Completion: 2024

Master of Business Administration - MBA in HRM

All India Shri Shivaji Memorial Society College (AISSMS), Pune

Year of Completion: 2026

WORK EXPERIENCE

NonStop io Pvt Ltd, Kharadi, Pune | 24 February 2025 to 31 March 2026

HR Intern

- Assisted in the end-to-end employee lifecycle, from onboarding to offboarding
- Coordinated with external vendors for payroll processing, background verification, and PF contributions
- Managed and tracked employee leave records and attendance
- Supported employee onboarding activities, including documentation and induction
- Assisted in conducting employee engagement activities and events
- Collaborated with cross-functional teams to ensure smooth HR operations
- Maintained and updated employee data and HR records

ACHIEVEMENTS

- Automated HR document generation (e.g., offer letters) using Excel-based scripting, reducing manual effort and improving consistency
- Streamlined document processes by creating standardized templates with dynamic placeholders
- Nominated for Best Volunteer for active participation in organizing employee engagement activities

SKILLS

- | | | |
|---------------------------------|-----------------------|-----------------------|
| • Employee Lifecycle Management | • Leave Management | • MS Excel |
| • Communication | • Vendor Coordination | • Attention to Detail |