

SUNISHA N DANKE

Pune, India - 411044 | +91 9422060336 | sunisha.danke@gmail.com
<https://www.linkedin.com/in/sunisha-danke-866b661b0>

PERSONAL PROFILE:

An HR professional with a solid foundation in HR Administration, HR Assistance, office administration, business management, and learning & development training. Human Resource Management from the University of Strathclyde, I am eager to leverage my skills and experiences to support organizational success. I am actively seeking opportunities to apply my diverse skill set and experiences to make meaningful contributions to an organization. I am enthusiastic about the prospect of collaborating with experienced professionals and continuing my professional growth within a dynamic and forward-thinking company.

EDUCATION:

The University of Strathclyde.

Glasgow, UK

Sept 2022- Sept 2023.

MSc International Human Resource Management (CIPD Accredited).

Key Modules: Comparative Employee Relations, HRM in a Business Context, Labour and Diversity in a Global Context, Leading, Managing, and Developing People, and Managing Human Resources in Multinationals.

Dissertation: Roles and responsibilities of HR Professionals in a Software Training Institution.

(Conducted a research study about the topic within an organisation called Q-spiders- Unit of Test Yantra Software Solutions India, Pvt. Ltd.)

Savitribai Phule Pune University (SPPU)

Pune, India.

June 2017- Nov 2020.

Bachelor of Business Administration in International Business (BBA IB).

Key Subjects: Global Business Environment, International Project Management, Principles of Management, Business Economics, Export & Import Management (EXIM), Business Analytics, International Business Law, Human Resources Management, International Marketing & Finance, and Supply Chain & Logistic Management.

Research Project: Role of Insurance Industry in Economic Development. (Performed a detailed study about the topic as a part of the Research Methodology module).

WORK EXPERIENCE:

Q-spiders- Unit of Test Yantra Software Solutions India, Pvt. Ltd.

Pune, India.

Aug 2021- Sept 2022.

Role: Trainee Analyst - HR

- Coordinated communication between candidates and hiring managers and scheduled interviews, leading to a 25% increase in interview show-up rates and a 15% reduction in the hiring team.
- Coordinated with MNCs and IT companies to fill specialized roles.
- Handled HR Administrative tasks such as data updating and management, managing the inbox, and candidate feedback ensuring a 15% reduction in processing time.
- Identified training needs and delivered soft skills and personality development programs, resulting in a 20% improvement in sales performance and higher employee engagement.

- Improved candidate screening, recruitment, onboarding, and interview techniques, resulting in a 15% increase in the quality of hires.
- Maintained and updated employee records in the HR database, and produced employee documentation, achieving 100% accuracy and zero delays in onboarding.
- Managed the recruitment process such as creating clear and detailed job descriptions, managing job advertisements, handling the company's social media page by creating engaging content etc.
- Managed tight deadlines in a fast-paced environment resulting in 100% on-time project completion and enhanced team efficiency by 20%.

GreenQuest Fin Sol (Former Prime Enterprises)

Pune, India.

Oct 2017- May 2021.

Role: HR Administrator.

- Conducted regular audits of data entries, leading to the identification and correction of errors, ensuring 100% data integrity. Resolved client queries efficiently via phone and email, achieving a 95% satisfaction rate.
- Handled administrative tasks smoothly, including filing, data entry, mailbox management, updating KYC and databases, and employee database resulting in zero backlogs.
- Maintain accurate records for 50–100 employees and ensured compliance with data protection laws, conducting audits.
- Maintained and updated client databases, ensuring 100% data accuracy and compliance with data management protocols.
- Organized and coordinated 5–7 training sessions annually.
- Screened and scheduled interviews for 10–20 candidates per cycle.

VOLUNTARY EXPERIENCE:

I worked as a soft-skill trainer at ZenithNXT in India.

Jan 2024 – July 2024

(Remote)

Trained students on HR Round and Interview preparations, soft skills, and personality development.

KEY SKILLS:

IT Skills: MS Office (Word, Excel, Outlook, PPT), Workday Software, Tally ERP.9, SAP ERP.

Soft skills: Communication skills (Verbal & Written), Presentation skills, administrative skills, Interpersonal skills, time-management skills, HR Generalist, Organizational and analytical skills, problem-solving skills, Customer Service, and Business Management skills.

LANGUAGES:

English (Fluent), Marathi (Fluent), Hindi (Fluent), German (Intermediate).

CERTIFICATIONS:

Certified Tally Course (Level 1 & 2), Digital Proficiency Course by Capgemini, German (A1 and A2), Mini MBA in HR, Soft Skill & Personality Development Certification, SAP ERP- Great Learning, Workday- Coursera.