



# RUTUPARNA JOSHI

## PROFESSIONAL WORK EXPERIENCE:

Organization: Ardentia Technologies Pvt. Ltd (Ardentisys)

**Company Profile:** Ardent is a technology and data solutions company. It delivers Big Data, Cloud and Software Engineering solutions that deliver fast, efficient, cost effective results for clients, globally. Ardent has over 200 million software users in more than 16 countries

**Duration:** September 2017 to till date

**Designation:** Manager - Human Resources

**Job Profile includes:** - HR Generalist handling Complete Recruitment cycle, Induction & Orientation, Employee Engagement, Payroll Management, Appraisals & Performance Management.

**Core Competencies:**

Human Resources, Administrations & Operations

## Previous Experience:

**Organization:** Lithan Private Limited (Formerly Genovate)

**Duration:** September 2012 to August 2017

**Designation:** HR Manager

**Organization:** Trans Air Express Pvt. Ltd

**Duration:** November 2009 to September 2012

**Designation:** Manager - HR & Admin

**Organization:** Career Management International

**Duration:** December 2006 to October 2009

**Designation:** Operations Manager - HR & Admin

## PROFESSIONAL QUALIFICATION:

1. PGDBA in Human Resource Management from "Welingkar Institute of Management Studies" in May 2011 with 56%

## EDUCATIONAL INFORMATION:

Year	Course	Institute
2006	B. Sc	Elphinstone College, Mumbai University
2002	HSC	Elphinstone College, Maharashtra Board
2000	SSC	St. Xavier's High School. (Fort), Maharashtra Board

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Near Charni Road Rly Station

## STRENGTHS:

- Ability to work in team.
- To lead a team & take initiative.
- Handling of crises situation.
- Working in pressure situations.
- Excellent Analytical Skills

## COMPUTER PROFICIENCY:

- Well versed with Microsoft Word, Excel & Outlook.
- Know the basic hardware of Computer & networking

## PERSONAL INFORMATION:

**Father's Name:** Mr. Vijay K. Joshi

**Date of Birth:** 17<sup>th</sup> September 1984

**Sex:** Male

**Languages:** English, Marathi, Hindi

**Nationality:** Indian (Hindu)

## **KEY RESPONSIBILITIES: (ARDENTIA TECHNOLOGIES PVT. LTD)**

### **Talent Acquisition: -**

- Handling a recruitment team & ensuring that the recruitments are a smooth & time bound process
- Helping in screening resumes from database & short listing resumes as per the requirement.
- Conducting HR Interviews & assisting core interview panel in final selection & issuing offer letters.
- Overall coordination of manpower planning, recruitment, induction & ensuring cultural fit
- Searching new recruitment agencies for tie up
- Handling Salary negotiations & compensation administration

### **Induction: -**

- End to end support for joining & induction of new joiners.
- Handling process of hiring & generating Appointment letters
- Educate employees on HR Policies & Procedures
- Completing documentation for all new employees
- Initiating process for salary accounts for all new employees

### **Employee Engagement: -**

- Employee Satisfaction Initiatives - Analysis of survey results, formulating actionable based on the same in consultation with business. Ensuring communication and implementation.
- Celebrating birthday, conducting team building workshops.
- Mentoring employees related to professional progress.
- Suggesting for modification & implementing various compensation plans, reward & recognition schemes, HR Policies & communicating them across the organization at all levels.
- Attrition control - Conceptualizing action plans based on trends and feedback in consultation with business
- Celebrating festivals & major occasions as part of motivational & team building activities.

### **Training & Development: -**

- Coordinate activities for the identification of training needs of employees for upgrading their technical & behavioral skills.
- Measuring training effectiveness & monitoring training budget.
- Maintaining monthly training Tracker & training Calendar.
- Arranging In house training by HOD's.
- Training and Development management including post training effectiveness evaluation
- Leading & Conducting trainings on People Management & Soft Skills

### **Compensation & Benefits: -**

- Responsible for entire payroll management
- Consolidation of payroll data & processing the complete payroll for all locations
- Processing payroll through a HR Payroll software
- Weekly / Monthly/ quarterly Incentive & Bonus calculation. Ensuring incentives paid to employees on time.
- Redress employee grievance pertaining to payroll, if any.

#### **Performance Management: -**

- Institutionalization of Performance Management System through strong awareness & communication programs.
- Formulation & Deployment of Annual Performance Development & Review policy
- Driving the PMS process from the corporate office & providing necessary enablers / approval when required to different units for conducting effective appraisals.
- Preparing inputs for payroll & sending it to centralized payroll.
- Revising salary accordingly & providing increment letters.

#### **Database Management: -**

- Responsible for maintaining accuracy of HR-MIS report, various weekly reports maintaining Keeping track of resignations, absconding cases on weekly basis.
- Database updating & maintaining the database in case of, transfers, pre-separation, separation, confirmations & generating reports & letters
- HR data analytics and presentations.

#### **Exit Formalities: -**

- Ensuring employee should be separated from database on last date
- Calculating Attrition rate monthly. Analysis of attrition reports and creative measures of retention.
- Conducting exit interview, Coordination & documentation of separation process.
- Preparation of Full & Final Settlements. Ensuring employee F&F to be credited within specified time limit.

#### **ACHIEVEMENTS: - (ARDENTIA TECHNOLOGIES)**

- Successfully implemented appraisals for year 2017
- Successfully planned & executed the annual day for year 2017
- Revamped the entire documentation process
- Ensured more than 50 hours of training scheduled & delivered
- Conducted & lead People Management & Soft skills training for all staff

#### **RESPONSIBILITIES: (LITHAN PVT. LTD)**

##### **HUMAN RESOURCES**

- Talent Acquisition
- Induction
- Employee Engagement
- Training & Development
- Compensation & Benefits
- Performance Management
- Database Management
- Exit Formalities

#### **ACHIEVEMENTS: - (LITHAN PVT. LTD)**

- Successfully implemented appraisals process over two years.
- Implemented various costing cutting majors
- Revamped the entire documentation process
- Implemented HR Payroll Software
- Assisted various trainers during training sessions

## **RESPONSIBILITIES: (TRANS AIR EXPRESS PVT. LTD)**

### **HUMAN RESOURCES**

- Talent Acquisition
- Induction
- Employee Engagement
- Training & Development
- Compensation & Benefits
- Performance Management
- Database Management
- Exit Formalities

### **GENERAL ADMINISTRATION**

- Smooth functioning of all electronic gadgets & equipments
- Ensuring minimum down time for any gadget or equipment
- Procurement of Material & Store Management
- Daily overview of normal office work, facilities management, daily vendor supplies
- Tracking of various vendor records
- Overview on Vendor Management
- Taking care of AMC & Maintenance & ensuring repairs & servicing of various devices from time to time basis
- Monthly overview of Vendor Management & calculation of costs
- Surprise Inspection on a time to time basis

### **ACHIEVEMENTS:- (TRANS AIR EXPRESS PVT. LTD)**

- Successfully acquired the IATA Cargo Agent Certificate
- Responsible in ISO certification processes
- Revamp of entire networking systems
- Successfully acquired the IEC Code
- Successfully got the Trade Mark Registered

## **RESPONSIBILITIES WITH: (CMI)**

- Assisting in framing & implementing HR Policies.
- Responsible for Employees salary Administration & attendance records
- Handling Joining formalities & exit formalities.
- Handling Full & Final Settlement for exit Employees
- Responsible for General Administration, Facilities Management & Asset Management.
- Updating all records after every interview drive
- Handling/ maintaining records for petty cash & inward Billings
- Handling Key Accounts in terms of Business Association
- Tracking all interview drives (internal & external)
- AMC /Upkeep of Office Equipment, Procurement & Vendor Management, Prepare and Collate Data in Excel Sheet.
- Responsible to maintain all MIS reports

### **ACHEIVEMENTS: (CMI)**

- Worked closely with the HR team of Barclays Bank for its Recruitment at various levels during June 2007 till Oct 2009
- Successfully handled documentation of candidates selected at PAN India level