

## **Alpeena Vedak**

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B.A., M.B.A. with over Eight years of experience in Recruitment / Performance Management / Employee Engagement in an organisation of high repute in the industry. Gained consistent success in recruitment and selection within a short duration. Adept at handling day to day administrative activities in coordination with internal / external departments for smooth business operations.

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### **Recruitment & Selection**

- Managing the complete recruitment life cycle for sourcing the best talent from diverse sources like LinkedIn, Campus Hiring, Job portals and others.
- Partner with business to understand hiring needs and develop a recruitment strategy. Manage candidate experience. Negotiating remuneration with selected candidates.
- Consistence success in recruiting at Mid & Senior – Level Positions (Technical & Non-Technical)

### **Performance Management**

- Evolve Annual Appraisal to include Quarterly Performance Reviews.
- Managing associate performance through KRA's.
- Implementing rewards & recognition program as well as incentive program for employee motivation.

### **Human Resource Operations & MIS**

- Creation and implementing H R policies systems & procedures for the HR operations and development.
- Create and update HR information dashboard for periodic reviews with Management.
- Use analytical tools to analyse employee information and communicate the findings with the management as a presentation.

### **Employee Engagement**

- Maintaining productive employee relations in the organization through creating a cordial culture, employee recreational activities and enabling employees to voice their opinion on a common platform.
- Managing welfare measures, HR - Management initiatives, employee get together, team building activities etc. to enhance motivation levels, productivity and relationship building.
- Maintaining Engagement budget and caring out activities within the prescribed budget.

### **Work Experience:**

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#### **[www.hdfcred.com](http://www.hdfcred.com) (HDFC Developers Limited)**

**Lead – Human Resources**

**(Jul 2015 – May 2018)**

**Manager – Human Resources**

**(Dec 2013 – Jun 2015)**

- Partner with business to understand hiring needs and develop a recruitment strategy. Manage candidate experience and personally lead leadership hiring mandates.
- Managing human resources operations by selecting, orienting, training, coaching, counselling, and disciplining staff. Track trends in employee concerns / behaviour and proactively address them.
- Handling labour contractors and co-coordinating for organizing manpower requirements.
- Ensuring business compliance with employment guidelines norms.
- Guiding management and employee actions by researching, developing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Work with the business the implementation of Annual performance review and increment for the organisation.
- Work with the technology team to digitize the employee data management system.

#### **[www.sulekha.com](http://www.sulekha.com) (Sulekha New Media Private Limited)**

**Senior Executive – Human Resources**

**(Mar 2012 – Dec 2013)**

- Handling recruitment and selection across the organization for various positions at Branch Level for multiple branches.
- Conducting orientation training on HR policies, coordinating on product training with internal and external trainers.
- Maintaining attendance and leave records of associates. Updating payroll database every month to include the new joiners, the attendance of existing associates for the preceding month as well as the incentives for the said month.
- Establishing a strong link with management and employees to improve engagement, build morale and increase productivity and retention
- Creating and updating weekly MIS for recruitment, attrition, and other activities.
- Conducting exit formalities and exit interview of associates parting from the firm.

[www.carwale.com](http://www.carwale.com) (Automotive Exchange Private Limited)

Senior Executive – Human Resources (May 2011 – Dec 2011)

Executive – Human Resources (May 2010 – Apr 2011)

Junior Executive – Human Resources (May 2009 – Apr 2010)

- Handling recruitment and selection across the organization for various positions
- Updating payroll database every month to include the new joiners, the attendance of existing associates for the preceding month as well as the incentives for the said month.
- Conducting exit formalities and exit interview of associates parting from the firm.
- Involved in the entire process from Performance Review Plan to execution. Ensuring KRA's set for all new joiners and the same communicated to them.
- Part of the team working on the Annual Increment for the organisation
- Implementing, updating and maintaining the HRMS software to include leave management and performance review.
- Coordinate & conduct Employee Engagement Survey based on GALLUP's twelve point questionnaire.
- Conducting Employee Engagement activities on a monthly, quarterly and semi-annual basis.

### Academics

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Course	Institute & University	Year of Passing	Aggregate Percentage
PGCHRM	XLRI - Xavier School Of Management, Jamshedpur	2018	B+
MMS (HR)	Bharati Vidyapeeth's Institute of Management Studies & Research	2009	64%
B. A. (Philosophy)	Ramnarain Ruia College, Mumbai University	2006	63%

### Certifications

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Thomas PPA-JOB Certification by Thomas International

### Personal Details

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Date of Birth: 25<sup>th</sup> November 1984  
Address: 66, Sarla Manohar, Sector 17, Vashi, Navi Mumbai - 400709  
Marital Status: Married  
Language: English, Hindi, Marathi.