

Pooja Pawan Kamble HR MANAGER

Mobile No.

(+971) 050 267 0475

Email

poojapawankamble@gmail.com

Linkedin Link

[linkedin.com/in/pooja-kamble-583294345](https://www.linkedin.com/in/pooja-kamble-583294345)

EDUCATION

Bachelor in Management
studies Mumbai University,
Maharashtra, India.
May 2020

EXECUTIVE PROFILE

Accomplished and detail-oriented Human Resources professional with 3 years of experience in delivering strategic HR solutions. Expertise in talent acquisition, employee relations, performance management, and organizational development. Proven track record of fostering positive workplace cultures, enhancing employee engagement, and ensuring HR compliance. Adept at working with leadership teams to drive organizational success while supporting individual employee growth.

PROFESSIONAL EXPERIENCE

HR Manager

LIFE PLUS

November 2022 – October 2024

Key Responsibilities:

- **Recruitment and Staffing:** Overseeing the recruitment process, from job postings to interviewing candidates and hiring employees. Ensuring the right talent is acquired to meet organizational needs.
- **Employee Relations:** Managing relationships between employees and the organization, resolving conflicts, addressing concerns, and ensuring a positive workplace culture.
- **Training and Development:** Organizing training programs, career development opportunities, and performance management systems to enhance employee skills and support career growth.
- **Compensation and Benefits:** Designing and managing employee compensation structures, benefits programs, and ensuring they are competitive and compliant with laws.
- **Compliance and Legal Responsibilities:** Ensuring adherence to labour laws and regulations, as well as implementing company policies on safety, anti-discrimination, and other legal matters.
- **Performance Management:** Developing and managing performance appraisal systems, setting employee performance goals, and providing feedback to enhance productivity and growth.
- **Employee Engagement and Retention:** Implementing strategies to engage employees, maintain morale, and reduce turnover by fostering a positive work environment.
- **HR Strategy and Planning:** Collaborating with senior management to align HR goals with organizational objectives and long-term strategies.
- **Organizational Development:** Managing changes in company structure, culture, and workflows to improve efficiency, employee satisfaction, and overall organizational performance.
- **HR Data Management:** Overseeing the collection, analysis, and use of HR data (e.g., employee turnover, training outcomes) for decision-making and strategy development.

TECHNICAL SKILLS

- MS- Word
- MS- Excel
- MS- PPT
- Payroll System
- Time and Attendance System
- Recruitment Technology

PERSONAL INFO.

Nationality: Indian

Date of Birth: 08/07/1999

Marital Status: Married

Language: English,
Marathi & Hindi

Hobbies: Badminton,
Cooking, Travelling,
Dancing.

Date: 23/12/2024

Place: Dubai

- **Health and Safety:** Ensuring a safe and healthy workplace, complying with occupational health and safety regulations, and promoting wellness initiatives.

HR Coordinator

November 2020 – October 2022

Key Responsibilities:

- Provided administrative support for HR functions, including recruitment, employee records management, and payroll.
- Assisted in the development of employee engagement programs and tracked participation and outcomes.
- Supported the planning and execution of training sessions and workshops to enhance employee skillsets.
- Managed and updated employee databases and HRIS systems to ensure data accuracy.
- Coordinated employee recognition programs and events to boost morale and foster a positive work environment.
- Handled employee inquiries related to benefits, compensation, and HR policies.

ADDITIONAL SKILLS

- Communication Skills
- Leadership and Management
- Decision-Making and Problem-Solving
- Adaptability and Flexibility
- Cultural Sensitivity and Diversity Management
- Negotiation Skills
- Coaching and Mentoring
- Emotional Intelligence
- Time Management and Organization
- Analytical Skills