

Pallavi Sunil KolambkarFeatured Resume

MBA Human Resource Management with 5+ year experience as HR Manager / HR Business Partner having relative experience is Talent acquisition, Talent Management, Performance Management, Employee Engagement& Relation, Compalince, Attrition Analysis

Current Designation: Zonal HR Manager

Current Company: India infoline finance ltd

Current Location: Mumbai

Pref. Location: Mumbai,Mumbai Suburbs,Navi Mumbai

Functional Area: HR / Administration / IR

Role: HR Manager

Industry: Banking/Financial Services/Broking

Marital Status: Single/unmarried

Total Experience: 5 Year(s) 0 Month(s)

Notice Period: Currently Serving Notice Period

Highest Degree: MBA/PGDM [HR/Industrial Relations]

Key Skills: Zonal HR Manager,Hr Operations,Performance Management,Recruitment,Employee Retention,HR Policy Formulation,Talent Acquisition,Employee Engagement,Employee Relations,HR Generalist Activities,Rewards & Recognition

Verified : Phone Number | Email - id

ID: 1f04062371317dad18Last Active: 16-Sep-20Last Modified: 16-Sep-20

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Summary

- ? MBA Human Resource Management with 5+ year experience as HR Manager / HR Business Partner having relative experience in Talent acquisition, Talent Management, Performance Management, Employee Engagement & Relation, Compliance, Att
- ? Presently associated with India Infoline Finance as Zonal HR Manager
- ? Statutory compliance and Payroll Management Certification from PREHR (EIC) institute
- ? Possess strong communication and interpersonal skills, ethical orientation and integrity
- ? Collaborate across the organization in design and development of HR process and policies
- ? 5+ Years experience of handling entire employee Life cycle
- ? Created and executed Organization Development project
- ? Attractions Analysis and Control Project Experience

Work Experience

India infoline finance ltd as Zonal HR Manager

Sep 2018 to Till Date

Talent Management : Connecting with employee, Solving employees queries, Conflict management, Process consultation, Developed and implemented quick, frequent surveys to assess employee attitudes and job satisfaction rate, Provided leadership support for all key people and business decisions for aligned business groups with an average span of 1500 employees, Managing employee relations cases and create case study, conducting induction

Attrition Control Management : Conducting exit interview; creating attrition analysis report and develop attrition control plan with business lead. Help to reduce new joiner attrition with new joiner connect plan. Execute AMBER chatting project based on Early Warning System. Identify high potential employees and create new manager project for employee development

Employee Engagement : Develop and execute fun activities across zone, arranging team building and team connect activities. Arranging Skip level connect and town hall, Festival activities, HR Connect and process awareness session. Preparing annual and monthly Engagement action plans for structured employee engagement interventions to address focus areas arising out of the Employee Engagement Study

Talent Acquisition: Determine staffing requirements, developed recruitment pipeline, Recruitment drives & vendor Management, benchmarking, and salary administration, Hiring off role profiles.

Performance Management : Implementation of end to end PMS process for the business unit along with performance pay out and increments. Succession planning, reviewing and updating annual promotions, identifying and conducting role elevation panel, Competencies mapping, confirmation panel handling, Planning and executing Rewards & Recognition Program

Training & Development : Conducting functional and behavioural trainings for all employees within the BU, Identifying high performers and developed new manager training program, New employee

business awareness program. Planning and executing monthly and yearly Rewards & Recognition Program

Uber India as Zonal HR Officer

Mar 2018 to Sep 2018

Joining and Exist formalities: Induction & Orientation, Documentation, Background verification, exit interviews, deriving Retention activities, Educating about organization policy and conduct count, Research on attrition and analyze trends through data points ? Prepare frame work for retention

Talent Acquisition and Talent Management: determine staffing requirement, developed recruitment pipeline, Recruitment drives & vendor Management, benchmarking, and salary administration, Hiring off role profiles.

Employee Engagement and Grievances: Maintain Employee relation, Counsel and coach employees, Managers about HR policies, HR Issues, daily employee connect, drive employee relation strategies, Process consultation and skip level connect, arranging team building and team connect activities, Expert advice in Employment Laws, managing employee relation cases

Training and capability development: Identifying training need through skill mapping and survey, Develop and deliver training program at all level, career counseling program, working with team for training arrangement, Support career counsellors / supervisors in talent development

Performance Management and Achievement: Succession planning, reviewing and updating annual promotions, sub-level movement, Competencies mapping, meaningful conversation, design appraisal format, Planning and executing Rewards & Recognition Program

HR Letter and Reports: Issuing of Appointment letter, increment letters, Confirmation letter, Handling Full & Final Settlement, Experience Letter, Monthly report and dashboard, SAP Recon and mass-upload, managing headcount report

Statutory compliance and payroll Management: initiate PF and ESIC of new joinee, Calculation of Gratuity, solve quires of employee of compliance, designing salary structure, variable pay calculation, attendance management

Accenture Solution Pvt Ltd as HR Business Partner

Oct 2016 to Nov 2017

- * Accenture Solution Pvt Ltd as HR Business Partner (October 2016 till November 2017)
- * Project: Janalaxmi Financial Services (BFSI industry)
- * Responsibilities handled:
 - * Joining and Exist formalities: Induction & orientation for New Joinees, documentation, Background verification, exit interviews, deriving Retention activities, Educating about organization policy and conduct count, Research on attrition and analyze trends through data points - Prepare frame work for retention

- * Talent Acquisition and Talent Management: determine staffing requirement, developed recruitment pipeline, Campus recruitment, Recruitment drives & vendor Management, benchmarking, and salary administration, Hiring off role profiles.
- * Employee Engagement and Grievances: Maintain Employee relation, Counsel and coach employees, Managers about HR policies, HR Issues, daily employee connect, CSR activities, drive employee relation strategies, Process consultation and skip level connect, arranging team building and team connect activities, Expert advice in Employment Laws
- * Training and capability development: Identifying training need through skill mapping, develop and deliver training program at all level, career counseling, working with team for training arrangement, Support career counsellors / supervisors in talent development, coaching in career plans and advising in appropriate training required for employees
- * Performance Management and Achievement: Succession planning, reviewing and updating annual promotions, sub-level movement, Competencies mapping, meaningful conversation, design appraisal format, Planning and executing Rewards & Recognition Program
- * HR Letter and Reports: Issuing of Appointment letter, increment letters, Confirmation letter, Handling Full & Final Settlement, Experience Letter, Monthly report and dashboard, SAP Recon and mass-upload
- * Statutory compliance and payroll Management: Labor audit, initiate PF and ESIC of new joinee, Calculation of Gratuity, solve queries of employee of compliance., designing salary structure

Xalted Information Systems as HR Generalist

May 2015 to Sep 2016

Handling Pan India end recruitment process - Middle & senior level positions, Campus recruitment, Recruitment drives & vendor Management, benchmarking and crafting job description. Reference and background verification and Salary negotiation.

? Joining and Exist formalities - Induction & orientation for New Joinees, documentation, educating about the Job role, Organisation Policy, HR practices, Exist interviews.

? HR Letter and Reports - Issuing of Appointment letter, increment letters, Confirmation letter, Handling Full & Final Settlement, Experience Letter, Monthly report and dashboard

? Employee Engagement and Grievances - Maintain Employee relation & Solving queries of the employee, conducting survey and implementing HR intervention based on the findings of survey, organizing fun & frolics, Reward & Recognition functions, Picnics, Annual Day, Festive celebrations, Awards Function, Doing Exit calls & Retaining people, include floor activities, Resource utilization report and strategies

? Performance Management - Succession Planning: Identifying the member skills and potential required for taking up the next higher position in the department in line with the organizational structure.

? Training and Development - Identifying the training needs across levels through mapping of skills required for particular positions, analyzing existing level of competencies of individuals.

? Statutory compliance: initiate PF and ESIC of new joiner, Calculation of Gratuity, solve queries of employee of compliance.

? Managing HR Database and documents.

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Education

UG: B.Sc (information technology) from Mumbai University in 2013

PG: MBA/PGDM (HR/Industrial Relations) from Mumbai University in 2015

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IT Skills

Skill Name	Version Last Used	Experience
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Word, Excel, PowerPoint		
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Access, Outlook		
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HRIS		
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