

## Priyanka Ashish Sawant

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### Academics

Qualification	College / Institution	Class	Year of Completion
L.L.B.	SNDT University	Second	2018
M.M.S. (HR)	Mumbai University	First	2014
B.com	Mumbai University	Second	2010-11

### WORK EXPERIENCE

- **13 Dec 2021 To 30 Apr 2025 in Morgan Stanley as a Consultant-HR Analyst (on payroll of Russell Tobin)**

#### Brief Job Profile:

- Effectively coordinate with management to ensure job roles are opened in a timely and accurate manner for the Operations division.
- Creating PTID in People-Tracker as per Relationship Manager or hiring manager request, Creating Requisitions in Taleo/Workday when any candidate is selected.
- Preparing Live-Plan reports on daily or weekly basis (Ad Hoc Report analysis)
- Maintaining staffing details in Staffing-planner through weekly staffing-planner audit.
- Create and update standard operating procedures (SOPs) for HR processes.
- Maintaining the Hire/Term file, Control Report and making staffing allocations in staffing planner accordingly.
- Manage HR administration tasks, including employee documentation, HR logistics, and day- to-day operational support.
- Lead pre- and post-onboarding activities, including coordination of joining formalities, asset allocation, induction programs, and integration of new hires.
- Getting approvals for new hires and rate revisions from stakeholders.
- Approving the Field-glass Approvals in system.
- Maintaining data integrity and uniformity in People-tracker, Work-force management tool and staffing-planner.
- Cleaning and maintaining data n People-tracker, Work-force management tool and staffing-planner on daily basis during Budget process.
- Liaising with hiring managers, HR, Sourcing recruiters and vendors as required to ensure timely hiring-Support manage controls and approval processes around recruiting/onboarding of positions in alignment with headcount and labor spend targets-Ensure.
- Making the daily, weekly and monthly cycles-Facilitate recruiting effort by data integrity is maintained in different systems of record by addressing data exceptions-Partner with technology to raise breaks and resolve issues.
- Furlough Leave /MVP Leave Management -chasing manager and employees to enter the leaves in system for the current year.

- **24 Jun 2019 to 04 Nov 2020 in Calypso Technology Pvt.**
- **25 Jun 2018 To 23 Jun 2019 (on payroll of Beltronics Consultancy)**

**Brief Job Profile:**

- Recording and maintaining employee personal data for PAN India and APAC, US, UK, UAE region Hard copy and soft copy.
- Initiating Back-Ground Verification for New joiner & Co-ordinate with Vendor on background verification of new recruits and maintain records of same.
- Preparing various HR letters – Offer letter, Relieving letter, Transfer letters, Confirmation Letter, other Reference letters etc.
- Coordination with employee of India and APAC, UK, US and UAE locations for On-boarding Process.
- Responsible for On-boarding activities, Buddy Allocation, Employee ID creation in Oracle, sending all on-boarding forms, Collecting Investment Declaration/review on time form received from Employees and save on the employee Box Folder.
- A point of contact for employee queries from on-boarding to off-boarding of employees.
- Sharing the documents to the payroll teams of new hires (which are required for salary processing of new hires)
- Making changes in HRIS(Oracle, Taleo) for new hire and existing employees.
- Maintain and manage HR systems, databases, and employee records.
- Conducting Employee Engagement Activities for employee for refreshment.
- Exit Formalities like sharing exit forms and system updates.
- Managing statutory compliance like PF, Insurance and payroll and co-ordinate the same with outsourced Vendor(Single point of contact for all employee benefits)
- Preparing Payroll Action Notices for India, APAC, US, UK and UAE (it includes sending information about new hires, term employee, any other notices regard to the bonus, reimbursements, salary revisions and any other changes in the compensations).
- Maintain database for payroll action notice, new hire tracking database, transfer cases, contingent workers database, insurance database.
- Accurate payroll processing and benefits administration in collaboration with the finance team.
- Making changes in Organisation Chart on weekly basis and uploading the Organisation chart on the company share-point.
- Maintaining database status change report for all employee and share the same with IT, HR, Accounts etc.
- Sending Notification such as New hire Notification, Transfer Notification, Termination Notification etc.
- Preparing power-point presentation of new hires profile, term as well as new employee and future departures on monthly basis.

- **13 Feb 2017 To 28 Feb 2018 in Mondelez International (Formerly Known as Cadbury India Ltd.) As HR-Executive (Retainer)**

**Brief Job Profile:**

- Recording and maintaining employee personal data for PAN India Hard copy and Soft copy
- Completed e-filling project for 2000 employees (Executive and above for PAN India)
- Coordination with all 9 locations factory and sales offices for new hire and resigned employee data and documents
- Timely updating of employee details in SAP and query management in SAP for India. Keeping a track of transfer order promotion relocation of employee data for PAN India and accordingly filling documents in respective employee P-file.
- Co- coordinating query management with Global Team at Manila for Employees Personnel details

- **April 2016 to Jan 2017 In Top Grup Limited As Trainee**

**Brief Job Profile:**

- Employee background verification of clients like TCS, Axis Bank etc.
- Preparing BGV-reports of candidates.
- Maintaining trackers on daily basis.
- Follow up calls for required documents to candidate and clients.

## Summer Internship Project

Company : Esskay Services ( 2 months)  
Project Title : "End to end process of recruitment"

## Computer Skills

MS-CIT with (Word, PowerPoint, Excel), One year basic Software programming Diploma, Type- writing 30 WPM

**HRIS :-**

Oracle, Taleo, Workday, SAP, Workforce Management, Staffing Planner, People Tracker, Field-glass ect.

## HR Professional Expertise

HR Administration, Employee Life Cycle, Leave Management, Payroll Process, Background verification, HR Budget, On-Boarding/Off-Boarding, Benefits Administration, Employee relationship Management, HRIS, Compliance, Employee Engagement, Workforce Planning, HR Data integration, Data Transformation, Data Management, HR Reporting, Employee grievances, HR policies

## **Personal Description**

- Date of Birth : 5<sup>th</sup> July 1990
- Marital Status : Married.
- Language Known : English, Hindi, Marathi.
- Present Address : 40-D, Matruchhaya, Near BMC School Kamgar Nagar, Kurla East, Mumbai-400024.

**I declare that the above information is true to the best of my knowledge and belief.**

**Priyanka Ashish Sawant**