RASHMI MANDAVE

An HR business professional having exposure to Corporate and Plant functions in Automobile & Electric Mobility, Retail and Banking sectors. Seeking an opportunity to work in an organization with innovative approach and to contribute to the best of my knowledge and abilities for a synergistic growth along with the organization

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PROJECTS

Organization- Greaves Cotton Ltd

- ❖ Streamlining of Induction process for the Lateral hires
- ❖ Designing and developing of Employee Manual
- ❖ Competition Salary Benchmarking with Respect to various parameters for various Industries
- ❖ Designing & Implementation of Recruitment Dashboard

EDUCATION

- ❖ **Master in Management Studies (MMS)** – *2017 – 2019*
  Human Resource from Welingkar Institute of Management Development & Research, Mumbai

- ❖ **Bachelor of Engineering (B.E)** –
  Computer Engineering from AISSMS College of Engineering, Pune

SKILLS

Talent Acquisition	Learning & Development
Induction & Onboarding	Talent Management
Employee Engagement	Employee Relation

WORK EXPERIENCE

Assistant Manager – Human Resources

Greaves Cotton Limited

Jul 2019 – Present   *Pune*

- **HR Business Partner** for Greaves Retail and Bestway Agencies and supporting Aftermarket Business.

- **Recruitment & Onboarding**
  ✓ Responsible to drive and direct all recruitment processes including campus recruitment for the assigned region
  ✓ Partnering with the business stakeholders to understand their manpower needs, preparing/updating/improving the existing Job Descriptions, adherence to manpower budgets, among other action
  ✓ Track Cost-To-Hire & Time-To-Hire
  ✓ Engaging with the candidates for a better onboarding experience
- **Talent Management**
  ✓ Managing TM for Business Units Assigned
  ✓ Working with Business Leaders to identify the critical positions and work on the development plan for their successors
  ✓ Working with external subject matter expert to identify core competencies, identifying tools for assessing employee potential, training needs identification, retaining high potential employees, succession planning, etc.
  ✓ Co-ordinating with external partners to arrive at Potential vs Performance matrix for assessed employees
  ✓ Co-ordinating with the Business Heads in developing functional individual development plan for the team
  ✓ Working closely with L&D Team for development of N-1 and Junior employees
  ✓ Directing the leaders in setting KRAs as per the IDP
- **Learning & Organizational Development**
  ✓ Developing and implementing learning strategies & program
  ✓ Working with the internal business stakeholders in identifying individual & organizational needs
  ✓ Addressing needs by developing learning and development programs managerial and professional capabilities development
  ✓ Driving interventions to promote Organizational change & development to improve Organizational climate
- **Employee Experience & Relations**
  ✓ Working closely with the COE and Marketing Communication Team on various HR strategies of Employer Branding to grow the company's online presence, creating innovative ways to attract prospective employees to the company's website, distinguishing new recruitment opportunities through social media
  ✓ Implementation of HR processes relating to Employee Engagement & R&R events planned based on calendar
  ✓ Managing employee relations-grievance handling, exit interviews, etc.

INTERNSHIPS

Human Resource Intern

DCB Bank

May 2018 - Jun 2018   *Pune*

- ✓ Utilizing analytics value chain and tools to report, analyze, and distill actionable insights from L&D data and metrics that help inform company-wide decisions
- ✓ Tracking the training coverages & helped team to achieve 91% from 60% for E-Learning Course, within a month
- ✓ Coordinating and facilitating activities for various trainings.
- ✓ Processing L&D related payment and keeping track of L&D expense invoices.
- ✓ Achievement: Managed & Analyzed Training Data
- ✓ Successfully achieved 100% coverage of a e-Learning
- ✓ Module across all locations in less than month.

Human Resource Intern

Aditya Birla Fashion and Retail Ltd - Pantaloons

May 2018 - Jun 2018   *Pune*

- • **Reported to: Area Business Manager, Area HR, Cluster Manager and Store HR**

  Project Title: Pratibha – Versatility Index
- ✓ Conducted study to improve efficiency of existing manpower by improving the versatility; positively impacting resource utilization and manpower cost
- ✓ Performed Recruitment and Selection process for role of Fashion Assistants
- ✓ Organization and successful execution of Rewards and Recognition at store level
- ✓ Supervised and conducted employee training sessions. Assisted training for various other training modules

LIVE PROJECTS

DXC Technologies

Oct 2019   *Mumbai*

- • **Project Title: Attrition Analysis**
  - ✓ Studying factors contributing to attrition and general trends in IT industry

Learning & Development Telecom Sector

Sep 2018   *Mumbai*

- • **Project Brief:** Understanding the learning and development needs in Qualcomm and studying various aspects of training undertaken by employees of Qualcomm

Aditya Birla Fashion and Retail Ltd

Jul 2018 - Sep 2018   *Mumbai*

- • **Project Title: Employer Branding**
  - ✓ Conducted primary research across 4 stores and zonal office. Recommendation provided at store and zonal levels based on findings analysed on primary research