

Chintan Sarvaiya

Contact No. - 9426143166 **Email ID** – Sarvaiya_chintan100@yahoo.com

Professional Summary

- 9 years' experience as HR Generalist & business analyst in manufacturing/ IT service industry.
- Exposure in recruitment and retention, compensation and benefits, employee relations, employee engagement, legal compliance, HR records management, administration & MIS.
- Tactful, diplomatic while dealing with people.

Experience

Squirrel Softech Services Pvt. Ltd Makarba Ahmedabad	September 2021 - Till Date
Assistant Manager - HR	
Shree Sai Services Satellite Ahmedabad	March 2019 – September 2021
Senior Executive - HR	
Tata Consultancy Services Gandhinagar	July 2015 - March 2019
Senior Executive – Business Analyst	
Affordable Robotic & Automation Pvt. Ltd. Wadki Pune	April 2014 - December 2014
Management Trainee – HR	

Organizational Journey

From Sep 21 to till date: Squirrel Softech Services Private Limited – As an Assistant Manager – HR

About The Company:

Squirrel Softech Services Pvt Ltd is preferred SAP Implementation partner having its clients across the globe and providing outstanding services to the clients for SAP Implementation, SAP Support & SAP Rollout.

Responsibilities:

- Managing the entire HR function and leading a team of HR Admin executives and MIS Executives for strength of 80 employees.
- Inducting the new joiner as per the organization's guidelines.
- Managing the Payroll and all statutory Compliances.
- Conducting orientation session on new HR policies and programs as and when rolled out.
- Preparation of KRA, KPI and scope of work for employees with detailed job responsibilities and deliverable for smooth Annual Review process.
- Developing required formats, employee handbook, HR manual and updating processes and policies for the organization.
- Leading employee Training and Development division by monitoring competency grids and identifying training needs for skill / competency up-gradation.
- Keeping a check on discipline and ensuring timely resolution of Employee Queries.

- Handling Employee exits and Full and Final Settlement. Maintaining MIS for the same.
- Managing Vendors related to HR Function.
- Conduct Employee Engagement activity within Organization for Employee Satisfaction.
- Career Development (Promotion of Employees), Morning Meeting, One to One Interaction for Suggestion/ Complain, Birthday Celebration, Employee Farewell, Sharing the Info. Any New Update to All employee (News/Current Affairs (Related to Business) Bulletin.
- Employee Grievance Handling, Day to Day Employee Complain Handling through Consultation with their manager and try to give the resolution which is in favor of both (Employee - Employer).

From March 2019 to September 2021: Shree Sai Services as a Sr. Executive HR

About The Company:

Shree Sai Services is authorized Sales & Service dealer of BLUE STAR, India's leading Air conditioning & Refrigeration (HVAC) Company, Company is having its clients across India.

Responsibilities:

- Facilitate & execute recruitment plan of action (numbers, period, sources, cost, and internal movement) to fill all open job positions.
- Source & screen candidates through effective internal/external sources with arranging interviews/tests. Negotiate salaries based on available salary scale criteria.
- Issuance of offer letter, appointment letters to the selected candidates. Joining formalities, ensure proper documentation & all recruitment policies/SOPs are adhered to.
- Coordinate and conduct Induction, orientation, and on-boarding process for new joiners.
- Plan and schedule training programmers in consultation with various departmental heads and supervising the selection of the most skilled trainers
- Handle end to end payroll, timekeeping, and attendance functions. Leaves Management, deductions, late comings, overtimes, advances etc. MIS related to Payroll data. Ensure compliance with legal requirements.
- Handle Group Term Life Insurance, Workmen's Compensation, Group Mediclaim Insurance claims, queries & processes.
- Develop, implement, and review Standard Operating Procedures (SOP) and policies wherever appropriate, and ensure all apply standards, practices, and processes in a consistent way.
- Ensure prompt resolution of employee enquiries, grievances. Disciplinary actions.
- Employee engagement - Birthdays & anniversaries, festival events, sports events, inter departmental events, competitions.
- Policy formulation & review, employee communications - Notice boards, intranet, emails, circulars, suggestion scheme
- Managing employee movement, separation activities - exit formalities, conduct exit interviews, release relieving letter & service certificate.
- Perform other human resources related duties as assigned.

From July 2015 to March 2019: TATA Consultancy Services as a Sr. Business Analyst

About The company:

Tata Consultancy Services (TCS) is an Indian multinational information technology (IT) services and consulting company with its headquarters in Mumbai. It is a part of the Tata Group and operates in 149 locations across 46 countries.

Responsibilities:

- To understand the client requirements, perform data validation and compute result based on defined guideline provided with objective of helping client in providing smooth service to its client in timely manner within the limits of SLAs, organization, and client guidelines.
- Role purpose – handling all developing insides of On-shores CSO for pacific region (i.e., New Zealand and Australia)
- My area of expertise includes client consulting, solution design, product selection support through Answer Desktop (AD) tool and client services via Salesforce platform.

From April 2014 to December 2014: Affordable Robotics & Automation Pvt. Ltd as a Management Trainee HR

About The company:

Affordable Robotic & Automation Ltd. (ARAPL) is a Pune, India based company, leading in automation world from more than a decade serving in Automotive, Non-Automotive, General Industries & also in Government Sector. ARAPL has customer base in India, China & other parts of Asia.

Responsibilities:

- Preparation of Offer, Appointment, Confirmation, Promotion letters.
- Scheduling initial round of interviews with HR and with technical supervisor.
- Commencing reference checks.
- Maintaining/Updating Employee Database.
- Keeping track of employee attendance, Leaves and Overtime Data.
- Addition/Updating employees insurance policies. Joining & Exit formalities.
- Playing role as a helping hand of Payroll of the organization.
- Employee Engagement Activities.
- Verifying employee's expense vouchers according to organization policies.
- Keeping track of day-to-day Administration activities.

Education

- **Master of business Administration (Human Resource Management) 2012 – 2014**
Pune University, Pune
- **Bachelor of Business Administration (Human Resource Management) 2009 – 2012**
Bhavnagar University, Bhavnagar

Competencies

- **Core Competencies**

Good planning, organizational, analytical, and decision-making skills. Process oriented.

Confidentiality. Professional approach. Customer service oriented.

- **General Competencies**

Excellent oral and written communication skills, attention to details, comfortable with Microsoft Office & other computer applications.

Interests

- Reading, music & travelling.

Personal Information

- Date of Birth – 8th June 1991
- Marital Status - Married