

NAME: PREETI ASSUDANI

Contact: +919913467942

E-Mail: priti.assudani@gmail.com

HUMAN RESOURCES, ADMINISTRATION & OPERATIONAL MANAGEMENT PROFESSIONAL

*"Administering various human resources plans and procedures for all employees
Manage Administration department in a very cost effective and in a systematic manner"*

PROFILE SUMMARY

HR Systems & Processes Management	<ul style="list-style-type: none">• A qualified professional having 12+Years of experiences in the field of Human Resource, Administration and Operational Management. Managerial skills to handle 500 + manpower (on-roll and off-roll staff).
Formulation of HR Policies & SOPs	<ul style="list-style-type: none">• Currently associated with Concept Hospitality Pvt. Ltd. as Manager Human Resources.
Talent Acquisition	<ul style="list-style-type: none">• Extensive background as HR Generalist affairs, including experience in Talent Acquisition & retention (from Junior staff to Senior staff development, HR records management, HR policies & SOPs development).
Recruitment & Selection	<ul style="list-style-type: none">• Organizing various Training programs, preparation of training calendars.
Manpower Planning & Budgeting	<ul style="list-style-type: none">• Possess sound experience of HR & Admin functions in a cross section of industries at senior level as a Corporate HR Functions, Performance Management Systems, Employee Relations and Administration Operations.
Performance & Resource Management	<ul style="list-style-type: none">• Proven skills in the implementation of recruitment life-cycle after sourcing the best talent from diverse backgrounds including affirmative action.
Employee Engagement	<ul style="list-style-type: none">• Experience in administration activities with its operations involving public relations, government liaison, facility management, housekeeping, security, parking services, vendor tie up, guesthouse arrangements, transportation facilities etc.
Training & Development	<ul style="list-style-type: none">• Proficient in maintaining healthy employee relations and handling employee grievances, thereby creating an amicable & transparent environment.
Statutory Compliances	<ul style="list-style-type: none">• Demonstrated success in developing team building programs and formulating personnel manuals, corporate policies, job descriptions and management reports.
Team Leadership	<ul style="list-style-type: none">• Leadership ability to build relationships crucial to the success of the organization and managing a variety of various reports of the Divisional Head some of which may have organizational impact.
Vendor Management	<ul style="list-style-type: none">• Expertise to prioritizes conflicting needs and handle matters expeditiously & proactively often with deadline pressures.
Administration Activities	<ul style="list-style-type: none">• Demonstrated comprehensive support & Assistance to Seniors that ensures a professional, responsive and effective experience with the organization.
Operational Performance	<ul style="list-style-type: none">• Ensure to maintain the productivity of the departments and to suggest various action plans in consultation with Divisional Head.

ORGANIZATIONAL EXPERIENCE

From	To	Company	Designation	Location
Aug'23	Till Date	The Fern Residency Subhash bridge	Manager-Human Recourse	Ahmedabad
Aug'20	July'23	MKC Infrastructure Limited	Manager Human Recourse	Gandhinagar
July'15	Jan'20	Karnavati/Keshav Motors	Manager Human Recourse	Ahmedabad
Jan'12	June'15	The Metropole Hotel	Manager Human Recourse	Ahmedabad
May'09	Dec'11	Sheetal Infrastructure Pvt. Ltd	Executive-HR & Admin	Ahmedabad

Role and responsibilities across the tenure:

- Handling the role of Generalist-Human Resource, Recruitment, Performance Management, Inter-Functional & Induction, Presentation and Employee Communication.
- An experienced Talent Acquisition specialist for sourcing, attracting, interviewing, hiring and on-boarding of employees. bulk or mass Talent Acquisition process on a large scale and in a shorter time span based on organizational requirements.
- Designing and implementing HR Policies, SOPs, Manuals and Induction Guides; designing and implementing procedures for HR & Personnel Systems.
- Identifying potential sources for recruitment like job sites, newspaper advertisements, head hunting, employees' referrals, e-groups, personal contacts, consultancy, etc. based on available budgets. Manage the process of internal job posting, which enables to source talents within the organization.
- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection for interviews up to Top Management Level. Provide line management with regular and financial reporting of employee costs.
- Managing complete recruitment cycle related to positions across levels and functions including Functional Heads through head hunting & net-based search and portals; involved in maintenance and computerization of resume database in-house, sourcing the best talent from diverse sources after identification of manpower requirements. Manage manpower mobilization, de-mobilization and provide administrative support for it, which includes new hires accommodation arrangements.
- Responsible for developing & implementing MIS for complete HR Function covering issues in payroll, expenses, level/function wise manpower, loan advancement for the month, pending full and final settlement& and critical issues of the month.
- Testing and timely & accurate filing of other government requirements; preparing PF & ESI transactions and adhering to Minimum Wages Act.
- To establish, maintain a grievance handling mechanism and address grievance. Advise, coach and mentor HR team on people related issues.
- Ensure proper Time Management system. Overseeing issue of HR letters - Appointment letters, Increment, promotion, transfer, Sanction of Loans, Communication of circulars etc.
- Focus on measuring the employee engagement of the business units and take actions necessary to improve it. Create employment engagement activity calendar and implement.
- Play a key role in communicating organizational messages and monitoring feedback within the business units.
- Generating monthly salary for all the employees and resolving queries related to payroll through E-HRIS. Employee data base creation and update.

- **Administration Department:**

- General Administrations - Office maintenance, stationary requirements, hotel tie-ups & bookings, transportation, and related billings, couriers, electricity, water, internet payments, new mobile / & cost control.

SIGNIFICANT HIGHLIGHTS

- Appreciation for improving the image of the company and implementing various policies and SOPs.
- Appreciation for implementing a monthly in-house Town Hall Activity, enhancing communication and fostering a sense of unity among employees.
- Appreciation for implementing successfully implementing the monthly Green Team Activity, showcasing commitment to sustainability and promoting environmental responsibility among staff.

IT SKILLS

Proficiency in MS OFFICE, Internet-Intelligence, operating of all modern office equipment.

ACADEMIC DETAILS

- MBA in Human Resource from IGNOU (Pursuing)
- Bachelor in Arts from Gujarat University

PERSONAL DETAILS

Date of Birth : 12th January, 1991
Gender : Female
Marital Status : Single
Language Known : Hindi, English
Address : Naroda Road Ahmedabad, Gujarat
References : Available upon request

Place: Ahmedabad