

FALGUNI DAVE

fpdave2010@gmail.com

+91 9428289390

LinkedIn Profile Link: www.linkedin.com/in/falguni-dave-7a542841

Area of interests: Key role in reconstruction/revive of federation, cooperative; closely working with top management; Team player and leader; turnkey projects; end to end HR and Administration.

As a dedicated and proactive individual, I am actively seeking opportunities in HR and Admin Management. My aim is to secure a position as a Director/GM HR & Admin, where I can leverage my extensive experience, knowledge, and skills to wholeheartedly contribute to the company / CSR Foundation's needs, goals, vision, and mission.

I am a hands-on problem solver with exceptional communication skills and a talent for building strong relationships across various disciplines. A strategic thinker with a keen focus on business objectives, I thrive on bringing fresh, unconventional approaches to the table. As an experienced and dedicated professional in the development sector, I possess a proven track record of leading HR and administrative functions to support and enhance the objectives of nonprofit organizations, or private companies with a social impact mission.

Work Experience

❖ Head HR Admin, Gujarat State Women SEWA Cooperative Federation Ltd Ahmedabad Apr 2020 to present

- Strategic HR Management and Planning
- Talent Acquisition and Retention
- Training and Development
- Employee Relations and Advocacy
- Compensation and Benefits
- Policy Development
- Administrative Functions
- Employee & Community Engagement
- Problem-Solving and Conflict Resolution
- Leadership and Team Management
- Cooperative Principles Knowledge
- Financial Acumen
- Change Management
- Communication and Stakeholder Engagement
- Resource Allocation and Optimization
- Organizational Operations
- Technology Proficiency

❖ Head HR & Admin, Sarjan Infracon Pvt. Ltd. - Ahmedabad Sep 2018 to Sep 2019

Managing HR and Admin functions for over 400 staff across various sites in India is a complex and multifaceted role.

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- Strategic Workforce Planning
- Recruitment and Onboarding
- Compliance and Regulations
- Budgeting and Cost Control
- Payroll and Benefits Administration
- Performance Management

❖ **Head HR & Admin, Calorx Olive International School - Ahmedabad**

Apr 2017 to Aug 2018

Managing HR and Admin functions

❖ **Head HR & Admin, KOSOL Energies Pvt. Ltd. - Ahmedabad**

Sept 2016 to Apr 2017

❖ **Head HR Admin, Khyati Foundation - Ahmedabad**

Oct 2014 to Dec 2015

❖ **Deputy HR Admin, Mon Calorx Global School - Ahmedabad**

Nov 2013 to Oct 2014

❖ **HR Admin Manager, LEO Schachter Diamonds Ind. Pvt. Ltd. - Mumbai**

Jul 2010 to Apr 2013

❖ **Entrepreneur** based in Mumbai; created and managed a women's fashion business

2003 to 2010

❖ **Accounts Asst, Alang Shipyard - Bhavnagar**

Jan 1998 to Jan 2000

❖ **HR Admin Manager, Microland Enterprise - Bhavnagar**

Jan 1996 to Jan 1998

❖ **Asst HR Admin Manager, Pandya Plastics Pvt. Ltd. - Mumbai**

Jan 1990 to May 1993

Educational Background

❖ **Diploma in Cooperative Management**

Gujarat State Cooperative Union, Ahmedabad

2023 – Result Awaited

❖ **Post Graduate Diploma in Marketing Management**

Bhavnagar University

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April 1996

❖ **Post Graduate Diploma in Business Management**

Bhavnagar University

April 1989

❖ **B.Com. Business Management**

SNDT Mumbai University

April 1986

❖ **Diploma in Computer Programming and System Designing**

Davar's College, Mumbai

February 1987

ACHIEVEMENTS

- ❖ Starting from scratch as a Head HR Admin in SEWA Cooperative Federation Ltd have developed the entire structure of organisation by analysing staff and their competency, developing HR Manual and policy, administrative workflow and procedures, budget and resources by evaluating the non-profit organisation structure and constraint, developing key performance indicator's (KPI's) and benchmark success.

Achieved milestones and timelines by implementing changes such as align HR and Admin functions with the federation's strategic goals, Recruit or reassign HR professionals as needed to fill critical roles, develop a clear HR hierarchy with well-defined roles and responsibilities, Analyse administrative processes to identify inefficiencies or redundancies, enhance procurement and facility management processes to reduce costs. Ensure the HR and Administrative department is equipped to support the federation's mission effectively.

Successfully conceived, designed, and implemented a performance appraisal system tailored specifically to the complex dynamics of the development sector. This innovative system was meticulously crafted to evaluate and enhance employee performance, aligning their efforts with the organization's mission to drive positive social change. It encompassed well-defined key performance indicators, regular feedback mechanisms, and individualized development plans, fostering accountability, motivation, and professional growth. This initiative significantly contributed to our organization's ability to maximize its impact within resource-constrained environments, ultimately furthering our development goals.

- ❖ Established two new branches of LEO SCHACHTER DIAMONDS INDIA PVT LTD – Mumbai. Right from office layout to Finalizing woodwork, negotiating with vendors from pin

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to computers, supervising all furniture-fixtures, plumbing, electric fitting, IT establishments, etc within timeframe of 3 months. Handled entire branch recruitment.

- ❖ Find out problems and making new policies and reduced attrition rate considerably. Have done campus recruitments.
- ❖ Maintain campus of 10 acres. Handling transport, cafeteria, security, Events management, Administrative budgeting and infra management are the main domain.
- ❖ Developing and implementing performance appraisal system for organization and coordinating it with each department also arranging monthly management meetings.
- ❖ Set up of Amrut Indian School, Amrut Ninos & three colleges of Khyati Group of Colleges (turnkey projects), right from office layout to finalizing woodwork, negotiating with vendors from pin to computers, oversee all furniture-fixtures, plumbing, electric fitting, IT establishments, etc within time frame.