



## Soniya Dave

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C-42, Avani Complex, Near Naranpura Gam, Naranpura, Ahmedabad – 380013 , Gujarat

### Job Objective

To align & drive the Human resources function along with the business objectives / goals and provide a competitive & sustainable HR framework for the unit.

### Profile Summary

- Having more than 14 years of experience in various Industries and Hospitality in managing the entire gamut of HRD & Administration functions.
- To develop people capabilities in the unit by selecting, retaining, & compensating the best talent in the unit.
- To build a learning organization culture & to foster a healthy climate for career enhancements & employee aspirations in the unit.

### Core Competencies

Recruitment & Selection	Performance Management System	Payroll & Compensation
Statutory Compliance	Policy & Procedures	Compensation & Benefits
Exit Formalities (F&F)	Induction & Orientation	Employees Engagement
Probation & Confirmation	H.R.I.S. Management	Grievance Handling
Contract Labour	Manpower Planning & Budgeting	Monthly MIS Reports

### Organizational Experience

Jan'11 – till date	:	Unique SMCS Limited, Ahmedabad as Group Head HR - Handling HR Activities of all verticals of <b>Unique Group</b> consisting of Hospitality, Real Estate, Insurance & Construction) - Handling 80 + branches, 4 five star Hotels and more than 1500 employees.
Sep'07-Jan'11	:	Anagram Stock broking Limited (Edelwiss), Ahmedabad as HR Corporate (Manager) - Handled 300 branches and 3000 employees.
Jan'06-Jul'07	:	Jhagadia Copper Ltd, Jhagadia, Bharuch as Asst. HR Manager

Apr'04-Nov'07 : E2E SerWiz Solution Pvt. Ltd. (TATA GROUP), Pune as Asst. Manager - HR  
Dec'01-Apr'04 : UNISOFT SOLUTIONS, Pune as HR Executive  
Apr'01-Nov'01 : MAHARASHTRA INDUSTRIAL AND TECHNICAL CONSULTANCY ORGANISATION LTD. (MITCON LTD.), Pune as HR Executive cum Sales Coordinator

### **Job Profile in Current Job**

#### **Recruitment & Selection:**

- Inviting resumes for various positions through various channels i.e. Print Media, Social Media, Linked-In, Consultants and Internal referral, screening resume as per requirements and call for interview with H.R., HOD & GM.
- Salary negotiation to be done with selected candidate and offer letter to be issued accordingly.
- Joining formalities and induction to be done for new joiners.
- Personal file to be prepared and appointment letter to be issued accordingly.

#### **Payroll & Operations:**

- Attendance, Leave management and Providing all necessary inputs for the payroll process
- Streamlining and updating Employee manual.
- Responsible for exit formalities including exit survey and full and final settlement.
- Handling employee grievances.

#### **Talent Acquisition:**

- Responsible for manpower planning and recruitment, handling entire recruitment cycle
- Design, develop and implement key recruitment policies, programs and processes
- Pre & post joining formalities, induction and orientation for new joiners.

#### **Strategic HR:**

- Proactively streamlined HR policies and various benefit process
- Ensuring proper policy Implementation by providing Interpretation and advocacy of the policies and guidelines
- Employee engagement activities (annual day, birthday bashes, celebration on festive days) to motivate, inspire, team work, win and keep high employees morale and energy levels
- Partnering with business to identify, develop & manage retention strategies to retain top and critical talent

#### **Compensation benchmarking & Benefits:**

- Salary restructuring for the entire benefit division and recommended changes in the compensation guidelines
- Devising and updating compensation and benefits strategies to match up with market trends.
- Handle Mediclaim and life insurance nomination process, policy renewal and quarterly benefits.

- Monthly addition and deletion of employees/family for New and ex-employees.
- Manpower costing, budgeting & forecasting
- Sending monthly salary inputs to payroll for salary process.

#### **Employees Welfare & Engagement:**

- All employees welfare activities to be taken care time to time so that employees feel motivated.
- H.R. Manager needs to be engaging all employees in various activities so that they will not think about leaving the organization.
- Annual Activity calendar needs to be prepared and it should be conducted accordingly.

#### **Learning & Development:**

- Driving training and development initiatives across the organization
- Assessment of Training needs and accordingly designing training calendar for the quarter
- Facilitate training programs/ workshops, trainer selection & evaluation of training programs.

#### **Performance appraisal system:**

- Drive the Performance management by actively participating in the performance review process and provide salary increase, promotion, or adjustment recommendations for the Business Units.
- Preparing Quarterly pool file to create budgets for increments and rolling out pre appraisal meetings with business heads and employees.

#### **HRIS and Payroll software Implementation:**

- HRIS and Payroll software project for streamlining the entire database across geographies.

#### **MIS & Reporting:**

- MIS on Recruitment, Transfer, Confirmation, Separation, Attrition Report and HR presentations
- Preparation of MIS related to Joining, attrition, training, monthly salary input and regular updating of master database.

#### **Education**

- MBA (Master Diploma in Business Administration) with HR Specialization, IME Institute, Pune, 1st class
- B.Com (Bachelor in Commerce), M.S. University - 1st Class
- HSC (Higher Secondary School Certificate), H.V. Desai High School, Pune, 1st Class
- SSC (Secondary School Certificate), R.C. M. High School, Pune, 1st Class

#### **I.T. Skills**

Master Diploma in Software Engineering in CMS Computer Institute Pune  
Windows XP, MS Office, Attendance Software, Payroll Software

**Areas of Strength:**

- Sound knowledge of technical aspects in Information Technology and Admin & HR Practices.
- Excellent communication & presentation skills.
- Programming background can easily understand the problems and needs of the Employees and suggest a solution for the same as and when needed.
- High on initiative, learning, outgoing personality

**Career Maxim & Objective “LEARNING IS LIVING WITH GROWTH !”**

I wish to work with an institution where I can learn/grow by imparting knowledge to individuals concentrating on their human potential, facilitate them in their success, thus achieving mutual progressive aims for all concerned, ie. the organization, individual & lastly myself.

**Areas of Interest:**

To work under pressure on a challenging assignments with stability and results.

**Personal Details**

Date of Birth : 21-June -1977  
Marital Status : Married (09-December-2005)  
Linguistic Abilities : English , Hindi, Gujarati and Marathi

**Salary Details**

Annual Salary : 9,50,000/- Per Annum CTC

Soniya Dave