

# **Jasmin Joshi**

**(B.Com, M.B.A (HR), MSW)**

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## **CAREER OBJECTIVE:**

Strong command of employment laws, compliance issues, training parts, contract labors and benefit plans.

Dedicated HR professional with 9+ years of experience managing a full spectrum of human resources programs, services and functions.

## **CAREER ABSTRACT – 9+ YEARS:**

A Competent Professional MBA-HR with overall 9+ years of comprehensive experience in the field of Administrative, Human Resource Management, Training and development, Operations, Social Working (CSR Activities), PMS, Reporting & Legal Compliances in different sectors.

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## **Organization Scan:**

**Oct-2021 to Present, Vinnie Nutworld Pvt Ltd – (Gallops Industrial Park, Bavla)**

**Sr. H.R & Admin Executive, Software: ERP.**

### **Responsibilities:**

- ✓ To generate & update all factory certificates.
  - ✓ To handle labor disputes and grievances will provide effective solutions on employee and labor relations.
  - ✓ To be responsible for preparing occupational classifications, job descriptions, and salary scales.
  - ✓ To maintain manpower planning, conduct interviews, shortlisted candidates & finalized manpower processes with effective departments.
  - ✓ To give induction to new joining employees & handover to concern dept.
  - ✓ Responsible for employee engagement activities (i.e., Birthday celebration of employees & sending motivational quotes to each dept to motivate staff.)
  - ✓ To give all HR training to contract labors. (i.e., Personnel Hygiene, Entry & Exit in Factory premises, HR manuals etc.)
  - ✓ To check & finalize HR compliances, Payroll management. i.e., Salary, OT, Leave management & other monthly activities.
  - ✓ Co-ordinate employee performance management system.
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**Sep-2014 to Dec – 2020, Kanhai Foods Pvt Ltd – H.R In-charge, Software: ERP**

### **Responsibilities:**

- ✓ Responsible for overall quality system in HR department;
- ✓ Draft and update of documents such as job descriptions, employee handbook, performance appraisal, forms, SOP, policies and other HR related documents;
- ✓ Maintain employees' leaves, medical and attendance record, Keeping track of employees' attendance / absenteeism;
- ✓ Coordinating recruitment and selection procedures & delivering induction training;
- ✓ Evaluating competencies & training needs for all employees;
- ✓ Attending / Understanding employee's grievances in their work engagement level and implement corrective measures for them;
- ✓ Every Month generate Salary sheet, Advance sheet, Overtime sheet, Labor data sheet, Performance sheet;

- ✓ Planning of company events or activities on occasions by management's approval;
- ✓ Conduct exit interviews to identify reasons for employee's termination;
- ✓ To handle Core HR Work likes Statutory Compliances, Payroll, TDS Work;
- ✓ To keep updates of legal requirements and government reporting regulations affecting HR functions & govt. norms;
- ✓ Coordinate for employee safety, welfare and wellness;
- ✓ To handle contract labors & solve related issues.

## **Oct – 2013 to Aug – 2014, Planet Automobiles Pvt. Ltd, It's G.P.P Group – H R Executive.**

### **Responsibilities:**

- ✓ Assist the HR manager in planning of Organizational recruitment;
- ✓ Take the interview of the recruiters;
- ✓ Make the joining documents of recruiters;
- ✓ Convey the Policies and rules to the employees;
- ✓ Maintain the records of employees;
- ✓ Track the daily attendance of the employees;
- ✓ Present the employees performance report in front of HR manager;
- ✓ Maintain new hire communications and correspondence;
- ✓ Provide candidates with company information;
- ✓ Welcome new employees to the company;
- ✓ Provide new hires with information on company policies and procedures;
- ✓ Develop and assist in implementing orientation programs for new hires;
- ✓ Provide HR departments with information on payroll and attendance;
- ✓ Maintain employee information in databases and ensure appropriate modifications;
- ✓ Provide administrative support by maintain employee records and performing data entry duties.

### **Personal Skills:**

- ✓ Good presentation skills.
- ✓ Good communication & interpersonal skills.
- ✓ Ability to deal with people & work in groups.
- ✓ Good listening skills.

### **Personal Strengths:**

- ✓ Looks forward to new challenges.
- ✓ Adept in adapting myself to new work environment.
- ✓ Incessant zeal to learn new concepts and techniques.

<b><u>Academic Credentials:</u></b>		
M.S.W	Bhavnagar University	2020
M.B.A (H.R)	Sikkim Manipal University	2015
B. Com	Gujarat University	2008

### **Computer Proficiencies:**

- ✓ Well versed with Windows OS, MS Office-Advance Excel, ERP, and SAP.

### **SAP Certification Solution:**

- ✓ SAP TERP10 (INTEGRATOIN OF BUSINESS PROCESSES)
- ✓ HCL Career Development Centre (Authorized Centre, Bangalore)

### Internship Projects:

- ✓ THE EVALUATION OF PERFORMANCE APPRAISAL SYSTEM.

(For your Essentiality I can also submit all my project copies in Soft/Hard base.)

### Personal Profile:

Marital Status : Married.  
Date of Birth : 29<sup>th</sup> July, 1988.  
Religion : Hindu, Gujarati Brahmin.  
Language Known : English, Hindi, Gujarati & Sanskrit.  
Interest : Music, Cricket & Travelling.  
Extracurricular activity : Like to Play Indoor Games.

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**Jasmin Joshi**

**Ahmedabad.**