## 

## 

## 

## **Priyank Mukesh Makwana**

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address : 303 – Stavan Flats, Behind Radhe Greens -2, K Raheja Road, New Koba,

Gandhinagar-382427. **Cell** : 7984957179, 8000615076 **Email:** Priyank.windsofchanges@gmail.com

## 

**HUMAN RESOURCE MANAGEMENT PROFESSIONAL**

**BRIEF SUMMARY OF PROFILE & STRENGTHS**

A result-oriented professional with about 10 years of rich experience and hands on expertise in

|  |  |
| --- | --- |
| **Human Resource** | **Recruitment Networking** |
| **Management** | **& &**  **Selection Coordinating** |



**Career Objective:**

------------------------------------------------------------------------------------------------------------------------------

To be a committed Human Resources professional and serve the Organization with my ideas and

diligent efforts.

------------------------------------------------------------------------------------------------------------------------------------------

**Summary of Skills Sets:**

**-----------------------------------------------------------------------------------------------------------------------------**

* Task oriented, strong in teamwork.
* Able to define problem areas and find solutions.
* Very energetic and positive personality.
* Easy to work in adverse conditions.
* Strong written and verbal communication skills.
* Good interpersonal skills.

**Professional Experience:**

|  |  |
| --- | --- |
| **Organization** | **Saffron Lifestyle Traders Pvt. Ltd. (Master Franchise of Levi’s, United Colors of Benetton, Nike, The Danish Rack, Aeropostale, Heatwave Shoes and Paese Cosmetics)** |
| **Designation** | **Deputy Manager – Human Resources**  **Handling HR Operations for 45+ Retail stores and 400+ employees – Ahmedabad and ROA.** |
| **Period** | **March’19-till date** |
| **Roles & Responsibilities** | **Talent Acquisition**   * Responsible for looking after E2E Recruitment activities for Gujarat Region – City wise – Ahmedabad, Vadodara, Surat, Vapi, Rajkot, Gandhidham. * Maintain all the Pre & Post Recruitment forms – In case of Manager or above profiles. * Responsible for Store Level – Junior and Mid store level recruitment. * Follow Manpower planning and budget – store wise. * Portals usage – Naukri, Linked. * Head hunting for bulk recruitment activities through Reference, calling.   **Joining & Induction Training**   * Ensuring joining of candidates across the region on timely basis. * Issuing Offer letters, Appointment letters and conducting induction programs for new joiners briefing them about company policies. * Monitoring all the grooming etiquettes of the employees on regular basis to meet the prerequisites at store level. * Ensuring 100% documentation and background check In case of the case of Manager and above profiles. * Monitoring Auto confirmations – As process is auto need to check for extension in case.   **Store Visits**   * Monthly Store visits of Base Location – Ahmedabad and ROA. * Maintaining store visit check list – List includes ID Cards, Grooming check points and HR Policies.   **EMPLOYMENT ENGAGEMENT ACTIVITIES**   * Conducting meetings with every new joiner across the region to understand their grievances and resolve them on timely basis. * On going Feedback capturing at the time of Store visits. * Conducting and coordinating Store Level engagement activities. * Rewarding Employee of the Month with certificates or awards.   **MIS**   * Maintaining database of Recruitment tracker with all the details of the candidates interviewed, offered, shortlisted and deployed on daily basis. * Maintaining Head counts on weekly basis – Brand wise.   **EMPLOYEE GRIEVANCE**   * Counselling Employee for Integrity and for such any other operational issues. * Sending warning letters, coach & council letters, suspension letters and termination letters to the employees. * Counselling employees regarding any Store Issues like shortfall of Inventory, Leave, Performance and Disciplinary.   **PMS**   * Monitoring the performance management activities at the store level. |

|  |  |
| --- | --- |
| **Organization** | **Enrich Salons and Academy (Enrich Hair Skin Solutions Pvt. Ltd. - India’s largest unisex salon chain, leader of Beauty and Hair Industry)** |
| **Designation** | **Assistant Manager – People Connect (Gujarat)**  **Handling HR Operations for 10 Retail stores and 200+ employees** |
| **Period** | **June’14 to February’2019** |
| **Roles & Responsibilities** | **Talent Acquisition**   * Responsible for looking after E2E Recruitment activities for Gujarat Region. * Maintenance of all the Pre & Post Recruitment Activities. * Manpower planning according to business needs discussed with business heads. * Responsible for all the recruitment drives in the assigned regions and Institutes on monthly basis. * Portals – Naukri, Monjin and local job portals like OLX, Indeed. * Head hunting for bulk recruitment activities.   **Joining & Induction Training**   * Ensuring joining of candidates across the region on timely basis. * Issuing Offer letters, Appointment letters and conducting induction programs for new joiners briefing them about company policies. * Monitoring all the grooming etiquettes of the employees on regular basis to meet the prerequisites at store level. * Ensuring 100% documentation and background check of the candidates at the time of joining. * Issuing Confirmation letter on completion of probation period to the candidates. * 30 – 60 days Feedback capturing.   **PMS**   * Monitoring the entire performance management activities at the store level. * Reviewing the performance of employees at the junior level and keeping a track of their progress. * Preparing reports of trainings required at the time of evaluation and propose a succession planning to the top management accordingly.   **EMPLOYMENT ENGAGEMENT ACTIVITIES**   * Conducting meetings with every new joiner across the region to understand their grievances and resolve them on timely basis. * 30 – 60 days Feedback capturing. * Sending Birthday mailers and SMS to the employees. * Planning and arranging Town hall/Open House on quarterly basis. * Rewarding Employee of the Month with certificate and conducting Cake cutting ceremony. * Planning and arranging Yearly Annual Day event.   **MIS**   * Maintaining database of Recruitment tracker with all the details of the candidates interviewed, offered, shortlisted and deployed on daily basis. * Preparing Insurance, Medial Trackers on monthly basis. * Maintaining Head counts on weekly basis.   **EMPLOYEE GRIEVANCE**   * Counselling Employee for Integrity and for such any other operational issues. * Preparing and sending warning letters, coach & council letters, suspension letters and termination letters to the employees. * Counselling employees regarding shortfalls for audit related issues. |

|  |  |
| --- | --- |
| **Organization** | **Cafe Coffee Day – A Division of ABCTCL (Amalgamated Been Coffee Trading Company Limited)** |
| **Designation** | **Sr.Executive –HR & Admin(Gujarat & South Rajasthan)**  **Handling HR Operations for 58 Cafes and 300 employees** |
| **Period** | **Nov’2013 to June’2014** |
| **Roles & Responsibilities** | **Talent Acquisition**  **Joining & Induction**  **PMS**  **EMPLOYMENT ENGAGEMENT ACTIVITIES FOR ATTRITION CONTROL**  **MIS**  **ADMINISTRATION**  **AUDIT**  **No Of Person Reporting : 2** |

|  |  |
| --- | --- |
| **Organization** | **108 GVK EMRI** |
| **Designation** | Associate –HR |
| **Period** | April-2013-Nov’13 |
| **Roles &**  **Responsibilities** | **Recruitment and Selection**  **Joining Formalities**  **Payroll**  **Employee Relations**  **MIS**  **ADMINISTRATION**  **No of person reporting :1** |

|  |  |
| --- | --- |
| **Organization** | **ADECCO INDIA PVT. LTD** |
| **Designation** | **PROCESS EXECUTIVE- (HR Executive)** |
| **Period** | **July 2011 –April 2013** |
|  | * Handling End to End Pay roll for 28 Clients (**650 Associate Appx./Per Month).** * Looking after joining formalities and ensuring 100% completion of Joining Formalities. * Preparing Offer letters, Appointment Letters, Experience Letters, Warning Letters of associates. * Giving Induction to each associate who are on Board. * Maintaining client relations. * Solving operational issues of clients and associates. * Conducting Open House at Client’s location for associate’s interaction. * Maintain AMD (Associate Master Data) report for each client. * Ensuring 100% completion of PF and ESIC. * To maintain report of Associate’s PF forms, ESIC form and Insurance Cards. * Monitoring all the joining related activities for each client. * Daily Collection (Client Payment) sending MIS report to Town Office-Commercial. * Monitoring of Timely attendance and other inputs of clients. * Co-ordination with recruitment team (Requirement, Open Mandates and New Openings). * Co-ordination with Legal-Compliance and commercial team. * Using in ERP Software for New Joinees, Salary, Attendance and Reimbursements.   (Payroll Process)   * Follow ups for collection of Invoices. (Payroll as well as Recruitment Invoices) * Coordinating for Stationary requirement of the branch. |

**---------------------------------------------------------------------------------------------------------------------------**

**PAST EXPERIENCES**

**-----------------------------------------------------------------------------------------------------------------------------**

* **RELATIONSHIP EXECUTIVE** - TATA INDICOM ( 2006-2008).
* **ASSISTANT RETAIL OUTLET MANAGER**- SUBIKSHA TRADING SERVICES LTD ( April -2008 to

September 2008).

* **STORE INCHARGE-** PLANET M RETAIL LTD(2008-2009).
* **ONBOARDING EXECUTIVE(Trainee)** -ADECCO FLEXIONE WORKFORCE SOLUTIONS PVT LTD.
* (March 2010-Nov 2010)

**Professional Achievements:**

**------------------------------------------------------------------------------------------------------------------------------**

Achieved 150%+ target in month of March 2008(I have been awarded by Tata Teleservices as

**Circle Topper** as well as **Recognition Award**)

**Educational Qualifications:**

**-------------------------------------------------------------------------------------------------------------------------------**

* **PGDBA**(Post Graduate Diploma in Business Administration-**SYMBIOSIS UNIVERSITY-PUNE**)-(2009-2013).
* PGPHRM from **Gujarat Law Society**-(2010-2011).
* B.Com (Advance Accountancy).

**Additional Qualifications:**

**-----------------------------------------------------------------------------------------------------------------------------**

Computer Knowledge- Diploma in Computer Application (Basics) from ACT Academy

(Maninagar).

**Personal Details:**

**------------------------------------------------------------------------------------------------------------------------------**

**Fathers Name:** Mr. Mukesh Makwana

**Date of Birth:** 14-09-1987

**Marital Status:** Married

**Interests:** Motor Bike Riding, Swimming and Entry Level Photography