

YOGITA SOLANKI

HR ADMIN AND OPERATION



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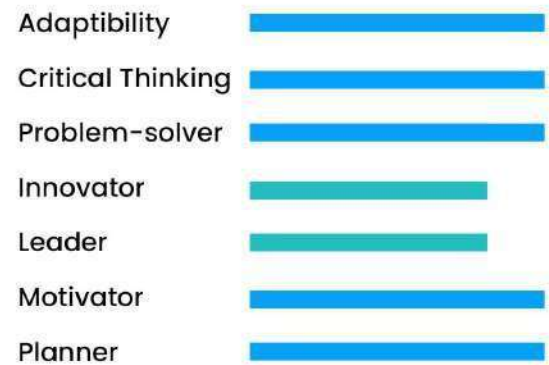
Address

AHMEDABAD

CORE COMPETENCIES



SOFT SKILLS



EXPERIENCE

Have a total 6 years of Experience in the field of HR Admin and operation & Master Service Leader with an unmatched track record in Strategic Alliances & Partnerships, IT Solution Selling, Channel Sales (GSI, Cloud Partners) & Strategic Sales; proficiency in conceptualizing & implementing effective ideas, solutions & strategies which adds value to organization through inspiring leadership & rich experience

CAREER TIMELINE

Customer Service
Executive at
Vodafone Services
Ltd,(Domestic Call
Centre Ahmedabad

Resource Specialist at
Forret India Pvt Ltd,
(Recruitment Consultant)
Ahmedabad

HR Executive
at Aussizz Group.
(IT Service Provider),
Ahmedabad



EDUCATION

- * B.Com. from Institute of Gujarat University, Ahmedabad in 2011.
- * 12th in Commerce from G.H.S.E.B with Second Class in 2008.
- * 10th from G.H.S.E.B, Ahmedabad with First Class in 2006.

EXECUTIVE PROFILE

- * Result-oriented professional, offering over 8 years of extensive experience in HR admin & operations, Recruitment planing and process, Recruitment Dashboard, Recruitment KPI, Employee Engagement, Salary & Payroll, Training & Development, HRMS management , Policy Execution, Employee Appraisal, PMS, Key Vendor & Consultant Management and Strategic Alliances; currently working as Senior Human Resource Manager (Cybersecurity) at Techdefence Labs Solutions Pvt Ltd.,
- * Impacted organization profitability through effective strategic and tactical management decisions and organizational growth.
- * Expertise in IT Solution recruitment Solutions; leveraged industry knowledge to promote key intermediary satisfaction to the employees leading to team and organic growth.

PROFESSIONAL EXPERIENCE

**Jun'21 – Present | Senior Human Resource Manager– Cybersecurity
Techdefence Labs Solutions Pvt Ltd., Ahmedabad**

Recruitment:

- * Responsible for overall recruitment and selection including understanding business needs.
- * Keeps job descriptions up-to-date, accurate, and compliant with relevant federal, state, and local laws for all positions.
- * Understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- * Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- * Reviewing & updating job descriptions for all positions regularly.
- * Handling Sourcing and cold calling for IT – Cyber security profiles from various platforms.
- * Shortlisted resumes and conducted a preliminary round of interviews.
- * Added a step-in induction procedure to verify the candidate's salary & Implemented New Joinee Background Verification.
- * Coordination with Selected employees and responsible for the selection process.
- * Facilitating newcomers joining formalities.
- * Assists in the identification of recruiting issues and implementing solutions.
- * Involved in the documentation and on boarding process.
- * Worked on the complete presentation of the company as well given the proper guidelines according to company policy.
- * Prepared all the formats of HR Letters like Offer letters, Appointment Letters, Relieving letters, Appreciation letters, etc.

Compensation & Benefits: :

- * Handling monthly payroll and yearly forms for employees including new joiners PF, ESIC enrollment process.
- * Taking care of the statutory requirements.
- * Computation of Increments / Incentives.
- * Maintain HRMS payroll system
- * Generating payslips.
- * Handling grievances of employee salary queries.
- * Preparation of salary breaks up.
- * Ensuring that the salaries of the employees are credited to their account in time.

HR Administration & Operation Management:

- * Communicating and explaining the organization's HR policies to the employees in a timely manner.
- * coordinating all administrative activities related to an organization's personnel.
- * Handling administration part and Conducting Employee engagement activities.
- * Manage HR Dashboards and maintain Data in the software.
- * Streamlined the onboarding documentation of new joiners & all other HRMS records.
- * Started one-to-one meetings with each employee every quarter to discuss their views on work, environment, or any other area if they are facing problems, or if they have any suggestions for the same.
- * Organized events for employees including, celebrations, Rewards, and Recognition, special days like Independence or women's day.
- * Issue all relevant HR letters for the respective process.
- * Co-ordinate the design, implementation, and administration of human resource policies and activities.
- * Maintenance of Employee educational documents, performance records, and disciplinary history.
- * Employee Background Verification for their submitted all the proofs of the documents.
- * Preparing various kinds of Reports like absenteeism, leave and late coming reports, etc.
- * Implementing performance review procedures (e.g., quarterly/annual)
- * Ensure the availability and effective utilization of human resources for meeting the company's objectives.
- * Assess training needs to apply and monitor training programs, Organize learning and development programs.
- * Handles discipline and termination of employees in accordance with company policy
- * Ensure appropriate communication at all staff levels.
- * Nurture a positive working environment
- * Coordinate with the Vendors and office Maintenance.
- * Handling Company accounts and adding beneficiaries, doing payments.
- * Coordinating with faculties for taken lectures and payment.
- * Performs other duties as assigned

July'19 – Jan'21 | HR Executive | Aussizz Group., Ahmedabad

Responsibilities

- * Responsible for overall recruitment and selection including understanding business needs.
- * Reviewing & updating job descriptions for all positions regularly.
- * Handling Sourcing and cold calling for IT/Non-IT profiles from various platforms.
- * Shortlisted resumes and conducted a preliminary round of interviews.
- * Added a step-in induction procedure to verify the candidate's salary & Implemented New Joinee
- * Employee's Background Verification.
- * Coordination with Selected employees and responsible for the selection process.
- * Facilitating newcomers joining formalities.
- * Assists in the identification of recruiting issues and implementing solutions.

- * Involved in the documentation and on-boarding process.
- * Worked on the complete presentation of the company as well given the proper guidelines according to company policy.
- * Prepared all the formats of HR Letters like Offer letters, Appointment Letters, Relieving letters, Appreciation letters, etc.

Compensation & Benefits: :

- * Handling monthly payroll and yearly forms for employees.
- * Taking care of the statutory requirement of ESI, PF, PT, etc.
- * Computation of Increments / Incentives.
- * Generating payslips.
- * Handling grievances of employee salary queries.
- * Preparation of salary breaks up.
- * Ensuring that the salaries of the employees are credited to their account in time.
- * HR Administration & Operation Management ,Communicating and explaining the organization's HR policies to the employees in a timely manner.
- * Handling administration part and Conducting Employee engagement activities.
- * Manage HR Dashboards as per SWOT analysis of employees.
- * Streamlined the onboarding documentation of new joiners & all other HRMS records in PMT (Performance Management Tool).
- * Started one-to-one meetings with each employee every quarter to discuss their views on work, environment, or any other area if they are facing problems, or if they have any suggestions for the same.
- * Organized events for employees including, celebrations, Rewards, and Recognition, special days like Independence or women's day.
- * Issue all relevant HR letters for the respective process.
- * Co-ordinate the design, implementation, and administration of human resource policies and activities.
- * Maintenance of Employee educational documents, performance records, and disciplinary history.
- * Preparing various kinds of Reports like absenteeism, leave and late coming reports, etc.
- * Implementing performance review procedures (e.g., quarterly/annual)
- * Ensure the availability and effective utilization of human resources for meeting the company's objectives.
- * Ensure appropriate communication at all staff levels.

April'18 – June'19 | Operation Executive – BFSI Sector | Adarsh Insurance Brokers Corporation Ltd., Ahmedabad

Responsibilities

- * Preparing & Maintaining Life Insurance Business Login & Issuance MIS on a monthly, and daily basis.
- * Checking KYC Norms, Application forms, and Data analysis.
- * Updating Life Insurance data in the company's software as per process.
- * Handling the part of Policy Verification.
- * Closure of queries raised by business/insurer companies.
- * Follow up and coordinate with sales regarding queries and issuance of the policy.
- * Create Reports for Concern departments and provide feedback on it.

March'17 – Feb'18 | Resource Specialist| Forret India Pvt Ltd., Ahmedabad

Responsibilities

- * Interfacing with clients requiring staffing services to determine the number of hires, salary, positions & job descriptions for short-term and long-term temporary employees.
- * Handling Recruitment for BFSI, Health care, IT, and Manufacturing domains.
- * Recruitment activities include initial screening, shortlisting, scheduling, interviewing, and closing.
- * Analyzing requirements of clients from various sectors.
- * Understanding requirements, screening, shortlisting, and handling the initial selection procedures.
- * Detail screening of the interested Candidates.
- * Posting job descriptions on job boards and tracking posting status and results.
- * Sourcing resumes to select the best-qualified candidates and interviewing candidates to better assess qualifications and ascertain personality, personal character, and work ethic.
- * Conducting a preliminary telephonic interview to understand the candidate's competencies.
- * Contacting candidates, following up with candidates, and managing candidate pipeline according to client's requirements.
- * Scheduling interviews, briefing, and debriefing candidates before and after interviews.
- * Getting Feedback from Client & Candidate both.
- * Maintaining timely documentation of all conversations with candidates within an internal database.
- * Reference checking. Salary negotiation & job offerings.
- * Follow up with the Candidates till the joining is done properly.
- * Responsible for full recruitment life cycle and selection procedure for various business.

May'14 – November'16 | Core HR Executive| Galaxy BPM Services Pvt Ltd., Ahmeda

April'13 – April'14 | TATA Tele Services Pvt Ltd – Sales, Ahmedabad

vJune'11 – March'13 | Customer Service Executive – Product Sales & Service | Vodafone Services Pvt. Ltd., Ahmedbaad

Personal Details

Date of Birth: 9th March 1991

Language Known: English, Hindi and Gujarati

Nationality: INDIAN

Marital Status: Single

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