

KALPANA HIRAGAR

HR Manager

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PROFILE

A dynamic professional with 4 Years Experience who is well-versed in designing and administering recruiting, on-boarding, payroll structure and compensation plans. Conscientious and compassionate human resources professional with drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent interpersonal, coaching and communication skills.

PROFESSIONAL EXPERIENCE

COODEIT SOLUTIONS PVT LTD (TRIDHYA TECH LTD.) **HR MANAGER**

09-2021 – present | Ahmedabad, India

PAYROLLPROCESS

- Handling Payroll Process of Tridhya Group
- Framing the Policies for Payroll Implementation according to company's and employee's Benefits
- Framing new Salary Structure and implementation

TALENTACQUISITION

- Handling Talent Acquisition.
- Single point of contact for employees for pertaining to Staff Recruitment, HRIS, HR Policies & Procedures, partnered with all facets of the organization to achieve a precise & Consistent Policy and Procedure Protocol.
- Inline and conduct preliminary Interview (Face-to-face/ Telephonic). Negotiating with the candidates, identifying candidates on the basis of technical requirements, scrutinizing resumes, scheduling interviews & verifying candidate's credentials and expectations.
- Ensuring all requirements are done in alignment of the manpower budget and with proper approvals.
- Experience in working under TAT, in a target driven & high-pressure environment.
- Support all the allocated departments by recruiting right talents with exact requirements.
- Maintaining MIS and Comprehensive data-bank of Interviewed & Suitable candidates
- Led and coordinated recruitment initiatives across the organization
- Coordinating with various hiring consultancies, conveying updated requirements, screening and processing interviews and providing feedbacks for the candidates.

PERFORMANCE MANAGEMENT SYSTEMS (PMS)

- Coordinating of Online Employee Performance Development Review Portal (180 Degree Appraisal System).
- Timely Submission of All employees Status Quo & Updated Technical /Functional / Behavioral KPIs to the Main Database Assessment
- Mapping of Appraiser Reviewer

- Maintain and update employee data in PMS regarding their Appraisal, Probationary completion, Bond completion, etc.

TRAINING & DEVELOPMENT

- Designing training calendar & programs, conducting programs in association with Project Manager & Team Leads and evaluating training feedback
- Manage the entire cycle of Training and Development Training Needs Identification & Analysis, and Measuring Training Effectiveness.
- Assist in preparation annual budget for training activities, Training Needs Identification and Analysis, Training Calendar roll out and tracking.
- Conducted performance appraisals and provided feedback to employees
- Implemented HR policies and procedures across the organization
- Led training and development initiatives for employees
- Managed employee relations

CORE HR FUNCTIONS

- Developing, implementing and updating Induction Programs.
- Developing and implementing Employee Engagement Activities
- Checking onboarding formalities.
- Planning and implementing Employee Retention Strategies
- Coping up with exit formalities
- Maintaining Monthly Attendance and Leave Reports.
- Preparing, maintaining and updating Offer Letters, Appointment Letters, Bonds, Experience Letters, etc.

JOB WILLING

04-2020 – 08-2021 | Ahmedabad, India

HIRING MANAGER

- Oriented newly hired employees by providing company information, facilitating onboarding processes and establishing position-related requirements.
- Managing the Team of 5 Recruiters and 20 Freelancer Guiding each recruiter personally to reach out every month target and achieving successful result for the same.
- Handling Interview process and taking all the Interview.
- Client coordination with more than 50 Clients Produced and analyzed production or results from job descriptions and advertisements, prescreening protocols, interview questionnaires and post-interview assessments.
- Worked with recruiting teams and human resources representatives to accomplish hiring objectives.
- Managed recruitment team and educated and mentored new advisors.
- Adhered to corporate branding requirements when filling positions.
- Developed relationships with potential job candidates to promote effective communication throughout hiring processes.

MANSUKH & FINANCE SECURITIES

03-2019 – 10-2021 | Ahmedabad, India

DERIVATIVE ANALYST

- Conducting research and analysis on financial markets and economic trends to identify opportunities for profitable trading in derivative instruments.
- Developing and maintaining complex financial models to analyze the value and risk of derivative securities.
- Analyzing and monitoring market data and news to identify risks and opportunities in the derivatives market.
- Collaborating with traders and portfolio managers to develop trading strategies and manage risk associated with derivative positions.

- Preparing reports and presentations to share analysis and recommendations with internal stakeholders and clients.
- Staying up-to-date with changes in regulations and industry standards related to derivative securities.

SKILLS

Recruitment & Retention	● ● ● ● ●	Employee Engagement	● ● ● ● ●
Campus / Volume Hiring	● ● ● ● ●	Planning management	● ● ● ● ●
Attention to details	● ● ● ● ●	Meeting deadlines	● ● ● ● ●
Core HR Functions	● ● ● ● ●	Training & Development	● ● ● ● ●

EDUCATION

MBA IN FINANCE SAL INSTITUTE OF MANAGEMENT GUJARAT TECH UNIVERSITY	2017 – 2019
BACHELOR OF COMMERCE H L COLLEGE OF COMMERCE GUJARAT UNIVERSITY	2014 – 2017
HSC ADITYA BIRLA PUBLIC SCHOOL CBSE BOARD	2013 – 2014

ACHIEVEMENTS

- Implemented a new employee training program that resulted in a 50% increase in employee productivity.
- Developed and implemented an employee retention strategy that reduced employee turnover by 25%.
- Successfully managed the recruitment and hiring process for 50+ new employees, resulting in a 90% retention rate after the first year.
- Led a team that implemented a new performance management system, resulting in a 30% increase in employee engagement and a 15% increase in overall company performance.
- Reduced HR administrative costs by 20% through the implementation of a new HR information system.
- Successfully resolved complex employee relations issues, resulting in a 95% satisfaction rate among employees.
- Developed and implemented a diversity and inclusion program that increased diversity in the workplace by 30% and improved employee morale.
- Led a team that achieved a 100% compliance rate with all legal and regulatory requirements related to HR policies and procedures.