

CURRICULUM VITAE

Anita Sativa

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Objective

Seeking an opportunity to work in an innovative and competitive environment and attain a challenging position in a prestigious organization which gives me the ample opportunities to exercise my Knowledge.

Core Competencies

Competent professional with 8+ years of rich experience in various Human Resource functions as People Management, Manpower Planning & Budgeting, Strategic HR Planning, Talent Acquisition, Induction, Performance Management, Compensation & Benefits, T&D, Competency Mapping, Statutory Compliance, Policies & Practices, Reward & Recognition, Grievance Handling, Retention Management, Employee Engagement Activities, Exit Procedures.

Career Accomplishments

Organization: Prima Automation (I) Pvt. Ltd.

Designation: HR Executive (Certified Internal Auditor for ISO 9001:2015, EMS 14001:2015, ISO 45001:2018, OHSAS)

Duration: May 2017 to till date

Key Responsibilities:

Recruitment & Selection:

- Making the budget and requirement with discussion with Management.
- Screening resumes as per the approved job description as per Project requirement, business requirement & hiring criteria. Post screening, coordination for interviews.
- Conducting initial interviews of shortlisted candidates through telephonic, personal or Skype. Setting up interview appointment between the chosen candidate and the HOD or manager.
- Employee Reference Check, prepare salary proposal, negotiate and issue offer letters to the candidate.

Induction & Orientation:

- Make familiar with Company regular practices, guidelines, colloques & the Company culture.
- Explain the job description & KRAs/KPI of the concern joinee.
- Issue appointment letter and give the initial training of standard software's are used in the Company.

Payroll:

- Generating the payroll master once the candidate have joined the Company
- Control & monitor attendance, leave management and payroll management.
- Taking care of PF, PT & ESIC of concerned eligible employees.
- Bonus, Gratuity and leave encashment
- Manage workflow to ensure timely & accurate processing of payroll transactions.

Training & Development:

- Analyzing the training needs on Organization level time to time.
- Planning for Training sessions, making modules & make sure that will end with fruitful result.
- For technical training coordinating with concern department Team leads for training programs and effectiveness. Helps in getting required an approval which leads to execution.
- Arranging Safety meeting & Training.
- Support in training evaluation, analysis and preparation of training reports.

Performance Management System:

- Assisting the concern HOD's to handle the complete performance management cycle for the employees and defined job description & KRA's or KPI for various positions.
- Follow up for the review assessment form with all the HOD's and compilation of all the reports.
- Completing the PMS work in scheduled time after the mutual discussion on multiple assessments given.
- Submit the compiled report to the approval authority with the feedback after the discussion on concern individual.
- Issuing the confirmation or appraisal letter after the approval.

HR Polices & SOP's:

- Ensure all company policies and SOP's are up to date in line with current employment law. Ensure line
- HOD's are up to date with changes to any policies.
- Make sure time to time policies & SOP's get updated in software as well for smooth functioning.

Statutory Compliance:

- Maintain statutory compliances and records as per the labour laws.
- Responsible for building an effective network and liaison with government authorities.
- Manage IR Issues related to Absence, Grievance, Conflict, Disciplinary Actions.
- Ensure issues are handled fairly and consistently in line with legal requirements and company culture.

Grievance Handling & Reward Recognition:

- Ensure prompt resolution of employee grievances whether its professional or personal to maintain cordial management-employee relations and achieve dedication of the workers.
- Be approachable enough so that employees can share their problems without any hesitation.
- Keep the track of achievements of employees and give them monetary or non monetary rewards in front of their colleagues time to time for motivation.

Employee Engagement Activities:

- Manage & Implement pro-active Employee Engagement Activities to promote healthy work environment.
- On the basis of proper observation or survey understand their engagement level and accordingly plan for events for refreshment.
- Make employee feel special on their special occasions like birthday, anniversary by sending a group mail or by gifting small gift as per the Company policy.
- Plan for some get together events within the Organization for better communication, fun, team spirit and understanding.

Retention Management:

- For retention used to do monthly counseling of employees to understand the mind set of employees accordingly can plan for the better growth prospects.
- Make sure to resolve every issue on prompt basis without effecting the Organization with employee satisfaction.
- Continuously plan for Organization and employees better growth.

Exit Formalities:

- Conduct exit interview to dig the exact reason of discontinuation with the Organization to get resolved in future.
- Manage Exit formalities, issuing relieving letter and preparing full & final settlements and submitting the same for final payment in finance department.

Organization : Shree Rama Multi Tech Limited.

Designation : HR Officer

Duration : May 2015 to April 2017

Key Responsibilities:

- Employee Selection process, Induction, on boarding formalities and documentation.
- Conducting monthly different kind of employee engagement activities for motivation and engagement.
- Identifying training needs and arranging regular training sessions as per the need.
- Payroll Management / Salary/ MIS (Company Roll/ Off roll/ Third party Roll) Employees.
- Taking care of Statutory Compliances - PF, ESIC/WC, Gratuity, Bonus, GPCB, CGWA, LWF, Factory
- Compliances and uploading all the documents in system on time.
- ISO Audit, OHSAS, Safety Audit, Client Audit, ZED Audit, Supplier Audit.
- Responds to inquiries regarding policies and procedures & Grievance handling.
- Conducting time to time reward and recognition programs.
- Taking care of Performance Management Cycle.
- Organizing CSR activities.
- Looking after Exit Interview process & F&F settlement.
- Handling Apprenticeship process for ITI & Degree Engineers.

- Worked at **True Vision Technologies Pvt. Ltd From Aug 2011 to Sept 2014** (IT Company) HR Executive.

Educational Qualification

- Completed M.B.A. + PGPM in 2010 from Institute of Business Mgmt & Research, Ahmedabad.
- Certificate course “Labor Law” from AMA
- Six Sigma – Greenbelt by LinkedIn Learning
- Strategic Human Resource by LinkedIn Learning
- B.Sc. in 2007 from Kanpur University.
- HSC in 2004 from U.P. Board.
- SSC in 2002 from U.P Board.

Extracurricular activities

- Attended management student program at Confluence, 2008 at IIM-Ahmedabad’s Annual international management summit.
- Participated in state level Essay Writing Competition held by Mahatma Gandhi Labor Institute.

Reward & Recognition

- Got certificate for good HR activities and Administration (Prima Automation)
- Got Certificate for 5S & Kaizen Activity by Client Amman Apollo (Prima Automation)

Computer Proficiency

- MS Office : Word, Excel, Power Point, Paint, Payroll
- Internet suffering

CORE COMPETENCIES

- Positive Attitude, Creative, Team Player

INTEREST & ACTIVITIES

- Interacting with people, Travelling
- Social Networking,
- My book in online on Amazon – No Rules
- 1000 Women Quotes – Book Published My quote.,
- Writing (Anita-creative.blogspot.com),
- Widbook.com,

Personal Information

Name:	Anita Savita
Date of Birth:	14 th Nov 1987
Father Name:	Rajendra Savita
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Marital status:	Married

Date:
Place: Ahmedabad

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