

# Rujuta Joshi

An experienced Human Resource Management professional.

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## Profile

- Result oriented MBA (HRM) professional with technical knowledge over 10+ yrs. of valuable experience in HR, IT, Training and Management Operations. My profile includes mentoring processes for All over HR & Management Operations - like Recruitments, Performance Appraisal, Payroll, Government Compliances (PF/ESI/Factory D.W), Training & Development, Accounts & Administrative. Also, have the overall responsibility of the Project Management Operations included organizational profitability, Development & Implementations of systems & processes, people management, SLA Management, CRM, ERP and MIS.
- An innovative problem solver, proficient in architecting solutions for complex HR, IT and business requirements.
- A motivated leader, dedicated to exceed client expectations with accuracy and efficiency. An articulate communicator who possesses a strong technical background, exceptional interpersonal skills and effective presentation techniques to effectively convey creative solutions to the client.

## Academics



- **Level - 7 Post Graduate Diploma in Information Technology**  
London, UK – 2008 ~ 2009
- **MBA (HRM)**  
Mahatma Gandhi Kashi Vidyapith – 2005 ~ 2007
- **Post Graduate Diploma in Computer Application**  
CDAC, Ahmedabad – 2003 ~ 2004
- **Bachelor of Commerce**  
Gujarat University, Ahmedabad – 1999 ~ 2002

## Core Attributes



- ✓ Organized
- ✓ Responsible
- ✓ Courteous
- ✓ Reliable
- ✓ Professional
- ✓ Self-Motivated
- ✓ Fast Learner
- ✓ Social

## Languages



English ! Hindi ! Gujarati ! Marathi

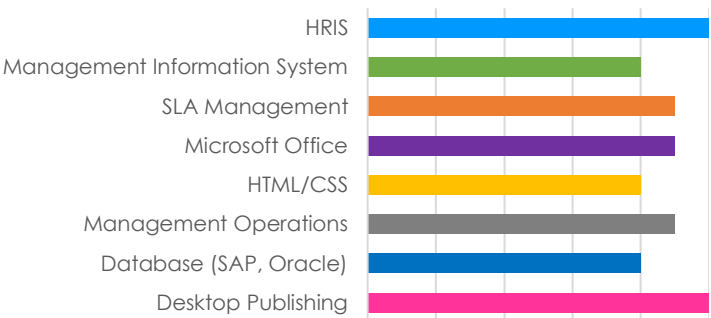
## Skills & Expertise



### Management Expertise



### Technical Skills



## Experience



- © **Wink Advertising, Doha-Qatar** (Apr'2019 – June'2020)  
**Sr. Generalist - HR**
  - Administer compensation and benefit plans
  - Assist in talent acquisition and recruitment processes
  - Conduct employee onboarding and help organize training & development initiatives
  - Provide support to employees in various HR-related issues such as leaves and compensation and resolve
  - Promote HR programs to create an efficient and conflict-free workplace
  - Assist in development and implementation of human resource policies in compliance with labor regulations
  - Undertake tasks around performance management
  - Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
  - Organize quarterly and annual employee performance reviews
  - Maintain employee files and records in electronic and paper form
  - Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities

◎ **Cimcon Software (India) Pvt. Ltd.** (Apr'2017 – Feb'2019)

Sr. Manager - HR

- To frame and implement the HR policies in consultation with the Top Management.
- Planning, organizing and providing suitable HR Management Solutions and played major role to establish KRAs & KPIs for better manpower handling.
- Conduct Annual Performance Appraisal exercise with a view to maintain and boost the morale of the employees.
- To comply the provisions of various Labor statutes and Factory Management.
- Implement Performance reward system at specific intervals.
- To motivate the employees by devising innovative motivational programs, incentive policies.
- To create a culture to induce personal as well as organization development.
- To represent HR in various clients' audits including submission of various reports, policies and documentary evidence for the processes followed in HR.
- To be an active member in driving ISO 9000 certification in the organization.
- To present to the clients the HR initiatives taken to source and retain suitable manpower to conduct a business.
- Escalate HR issues to the top management & Assist Management to resolve them.

◎ **Emphatic Technologies, Ahmedabad** (Jan'2013 – Apr'2017)

Manager – HR & Training

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Bridging management and employee relations by addressing demands, grievances or other issues
- Managing the recruitment and selection process
- Supporting current & future business needs through development, engagement, motivation & preservation of human capital
- Developing and monitoring overall HR strategies, systems, tactics and procedures across the organization
- Overseeing and managing a performance appraisal system that drives high performance
- Assessing training needs to apply and monitoring training programs
- Maintaining pay plan and benefits program
- Planning, Developing & Implementing Strategy for HR Management including selection/recruitment, policy/practices, discipline, grievance, counselling, pay & conditions, contracts, training & development, succession planning, moral & motivation, culture & attitude development, performance appraisal & quality management issues.
- Reporting to management and providing decision support through HR metrics

◎ **Zest BPO Services Pvt. Ltd., Ahmedabad** (Dec'9 – Dec'12)

Assistant Manager – HR

- Managed the complete HR Solutions of the organization.
- Communicated company policies and Acknowledgements regarding HR and Admin Activities to the new employee.
- Managing process of staffing, recruitment, joining & leaving formalities, induction program, contract negotiations, discipline, policy & procedures and retirement program of employees.
- Monitored, measured & reported HR issues, opportunities, development plans & achievements within timescales.
- Assisted to HOD for Planning and Implementing Strategy for HR Management and Development including recruitment and selection policy/practices, discipline, grievance, counselling, pay & conditions, contracts, training & development, succession planning, moral & motivation, culture & attitude development, performance appraisal and quality management issues.

◎ **South Bank College of London, London** (Nov' 2008 – Oct 2009)

Management Trainee

Attainments

- Amended several applications with the help of Visual Basic 6 and Oracle PL/SQL stored procedures.
- Project Handled – College Database
  - Updated an existing database, consisting of several VB programs and Oracle stored procedures.
  - Responsible for taking backup of database every day.
  - Designed and implemented a system to provide daily reports; this system consists of an Oracle database, stored procedures and several VB programs.

Management Operations

- Maintained record of daily movements of staff.
- Supervised the administrative work in the office.
- Stated the initiative of conducting education seminars and events.
- Assisted with File correspondence, Filing Documents and Maintaining Files and Documents.
- Maintained and updated office procedures manual.
- Maintained monthly & yearly revenue reports for the organization.
- Maintained office backup procedures and assisted with Event co-ordination.
- Assisted with provision of software and hardware