

## Ranna Pandya

Manager HR - Corporate

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+91 9157646301 // [rannapandya2006@gmail.com](mailto:rannapandya2006@gmail.com) // Ahmedabad Gujarat // <https://www.linkedin.com/in/ranna-pandya-1674b2101/>

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### PROFESSIONAL SUMMARY

A Results-driven **HR Manager** with 10+ years of experience in talent acquisition, employee relations, administration, performance management, payroll & compliances. Successfully handled up to **3000 employees across the group** and led numerous HR initiatives resulting in increased employee satisfaction and retention rates. Proven track record of developing and implementing effective HR policies and procedures. Dedicated to fostering a positive and inclusive work culture. Adept at building strong relationships with employees and management to achieve organizational goals.

Seeking middle management level position in HR with a professionally managed company, offering challenging assignments and excellent growth opportunities.

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### PROFESSIONAL EXPERIENCE:

#### 1. Manager HR - Corporate | Shalby Ltd. | May 2023 to till date

##### Responsibilities –

- **Recruitment and Hiring:** Heading the Talent Acquisition function by bringing in best practices. Built recruitment strategies to help acquire talent. Working closely with the leadership team to ensure closure of the positions within the stipulated time.
- **Team Size** - 6 direct reportees.
- **Onboarding and Orientation:** Responsible for ensuring that new employees are properly onboarded and introduced to the organization's culture, policies, and procedures. This include conducting new employee orientations, setting up new employee paperwork and benefits, and introducing new employees to their team members.
- **Employee Life Cycle Management:** Responsible for guiding and mentoring Unit HR team for managing all aspects of Employee life Cycle (Hire to Exit) including hiring process from the portal, on-boarding, Induction, exits, background verification, employee personnel files and document verification, internal movements such as transfers and promotions etc.
- **Grievances:** Responsible for addressing employee concerns and grievances thru **E-Care module**. mediating disputes, and working to resolve conflicts.
- **Compensation and Benefits:** Working as HR head for franchise of Shalby Ltd. Responsible for preparing the attendance, their salary and compliances.

#### 2. Manager HR & Admin - Corporate | Unique Mercantile India Ltd. | June 2019 – April 2023

##### Responsibilities –

- **Recruitment and Hiring:** Responsible for finding and attracting qualified candidates for open positions within the organization. This includes writing job descriptions, posting job ads, screening resumes, conducting interviews, and making job offers.
- **Onboarding and Orientation:** Responsible for ensuring that new employees are properly onboarded and

introduced to the organization's culture, policies, and procedures. This include conducting new employee orientations, setting up new employee paperwork and benefits, and introducing new employees to their team members.

- **Employee Relations:** Responsible for addressing employee concerns and grievances, mediating disputes, and working to resolve conflicts.
- **Training and Development:** Responsible for identifying training and development needs within the organization and creating programs to meet those needs. This may include providing professional development opportunities, creating leadership development programs, and offering job-specific training.
- **Performance Management:** Responsible for establishing performance management systems and processes to ensure that employees are meeting their job responsibilities and contributing to the overall success of the organization. This includes conducting performance evaluations, setting performance goals, and providing coaching and feedback to employees.
- **Compliance:** Ensure that the organization is complying with all applicable employment laws and regulations. This includes joining an employee in PF, ESIC. Preparing challans and make payments for the same. Also involved in generating new code of ESIC and PF.
- **Compensation and Benefits:** Responsible for managing employee compensation and benefits. This includes preparing salary breakup, generating and managing payroll.
- **Administration:** Responsible for housekeeping, security, store, vendor management, travel arrangements, cafeteria.
- **Human Resource Management System:** Played a key role in successful implementation of cloud based HRMS – Keka.

3. **Recruitment Consultant - United HR Solutions Ltd | 2015 to May 2019**

3. **Senior Recruitment Consultant – S. T. Shah & Co. | Ahmedabad | November 2009 to November 2011**

**Responsibilities –**

1. **Understanding job requirements:** work closely with the clients to understand their job requirements and find suitable candidates to fill those positions.
2. **Sourcing candidates:** use various methods to identify and attract potential candidates, including job postings, social media, job fairs, and personal networks.
3. **Screening candidates:** evaluate candidates' resumes, cover letters, and other application materials to determine their suitability for the job.
4. **Conducting interviews:** Once a pool of qualified candidates has been identified, conduct in-depth interviews to assess candidates' skills, experience, and fit for the role.
5. **Presenting candidates to clients:** present top candidates to the clients and provide additional information and recommendations to help the clients make a hiring decision.
6. **Managing the hiring process:** manage the hiring process, including coordinating interviews, negotiating job offers, and providing guidance on onboarding and orientation.
7. **Maintaining relationships:** maintain ongoing relationships with both clients and candidates, helping to build a strong reputation and ensure future business opportunities.

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## EDUCATION

- **Diploma in Human Resource** – Ahmedabad Management Association | December -2011 | Grade – B+
- **Diploma in Aviation, Hospitality and Travel Management** – Frankfinn Institute | December -2006 | Grade – A
- **Master of Commerce** – Gujarat University | April 2003 – May 2005 | 50%
- **Bachelor of Commerce** – Gujarat University | April 2000 – May 2003 | 65%

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## SKILLS

- **IT skills:** MS Word, MS Excel and Power Point
- **Software knowledge** – Keka, People strong, Vibes
- **Languages** – English, Hindi, Gujarati
- Effective Communication, Learning Attitude, Pleasant Personality, Honest & Hard Working