

# Priyanka Malvi

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## Present Location

Ahmedabad Gujarat

## Permanent Address

126/1, Balaji Park-3, Near  
Air Force Jamnagar-  
361003

## Personal Attributes

- Swift learner
- Attention to detail
- Data driven decision maker
- Multitasker
- Effective problem solver
- Leadership
- Accountability
- Adaptability

## Language Literacy

**English:** Professionally Expert

**Hindi:** Expert

**Gujarati:** Mother tongue

## Summary

15 years' progressive professional in HR IR and Administration experience with global business partners of manufacturing divisions such as in Oil and gas, Construction, Cement, Mining-Metal and Contract Services industry with a heavy emphasis on Employee - Labor Relation, Statutory Compliances, Contract Labor, and Union settlements.

My specialty is in policy design and development, recruitment planning, employee lifecycle management and employee relation, payroll and compensation and employee benefits.

## Professional Skills and Expertise

- Workforce planning
- Talent management
- Performance management
- Compensation and rewards management

## Qualification and Certification

- |      |                                                                             |
|------|-----------------------------------------------------------------------------|
| 2003 | <b>SSC</b> from G S Mehta School affiliated to G.S.E.B.                     |
| 2005 | <b>HSC</b> from G S Mehta School affiliated to G.S.H.E.B.                   |
| 2008 | <b>Bachelors of Arts and Literature</b> from Saurashtra University Rajkot   |
| 2012 | <b>PGDHRM</b> from ICFAI University Tripura                                 |
| 2022 | <b>PoSH</b> Certified from Academy Division of TÜV SÜD South Asia Pvt. Ltd. |
| 2022 | <b>EDP HRM-SHRM</b> Participation certification from XLRI                   |

## IT Proficiency

- Package: MS-Office'98-2013
- ZOHO: People, Payroll. (End User)
- SAP HR-HCM – (End user)

## Current Employer: Okhai Enterprise [Business partner and Stakeholder of Cement Industry]

**Position:** Lead HR Partner **Duration:** Jul-2023 – Cont.

**Position:** HR Consultant **Duration:** Mar-22 to June-2023

**Location:** Ahmedabad Gujarat

- Implementing HR initiatives aligned with annual goals and aligning policies and procedures to company objectives and goals.
- Overseeing daily HR activities and provided HR support to the team, including employee relations, training and development, recruiting, and onboarding in partnership with talent acquisition team.
- Develop contracts for new hires, internal transfers and promotions.
- Consult with stakeholders as an advisor across a multitude of HR topics resulting in increased employee engagement.
- Assist in delivery of talent updates at quarterly and annual performance reviews resulting in enhanced talent retention and recognition.
- Ensure continuous improvement by actively identifying gaps, proposing and implementing changes and innovative solutions.
- Collaborate with managers in making promotions and pay decisions for employees, ensuring internal equality resulting in higher employee satisfaction.
- Guide HR team in managing sensitive employee situations and to review instances of employee misconduct, including investigating and recommending disciplinary action weighing the extent of violation, fairness of action and local employment laws.
- Manage HR records and ensured compliance with legal requirements

## **Employment History and Experience**

**Transnational Drilling and Mining Associates Pvt. Ltd. [Business partner and Stakeholder of Mining Industry]**

**Position:** Sr. Manager Corporate HR

**Duration:** Nov-2020 to Mar-2022

**Location:** Udaipur Rajasthan

### **Key Responsibilities:**

- Policy development and publicize, manpower planning, talent acquisition talent management and training.
- Supervise payroll, compensation and benefits, employee lifecycle, claim settlement and site and shift management.
- Ensure and mandate implementation of statutory compliance and IR audit inspection and liaisoning with government and local authorities.
- PMS and team management, IR and multiple union management at mining sites.

**Okhai Enterprise [Business partner and Stakeholder of Cement Industry]**

**Position:** Sr. Manager HR

**Duration:** Sep-2016 Nov-2020

**Location:** Ranavav, Porbandar Gujarat

### **Key Responsibilities :**

- Design SOPs for Site management, Manpower planning and cost reduction, Site and Shift planning, end to end recruitment and training.
- Manage payroll, Compensation and Benefits, employee lifecycle, of Cement Wage board Employees (400+ on roll employees and 300+Contract workers), [Attendance, Leave, Overtime, Bonus, Incentive, VRS, Gratuity, Retirement and other claims, legal cases and court settlements.
- Manage Statutory Compliance and IR Audit Inspection and Liaisoning with Government and local authorities.
- PMS and team management, IR and multiple union Management at plant sites.

**Reliance Industries Limited Construction J3 Project (TPC)**

**Position:** Executive Assistant

**Duration:** Mar-2013 to June 2016

**Location:** Jamnagar

### **Key Responsibilities :**

- Joining and onboarding formalities, training and development, PMS and MIS for new joiners and project expats.
- Assisted vice president to manage his meetings, Email, Calendar, Travel, MIS, Daily reports and administration.

**Paresh Sodha and Associates (Legal Advisors and Corporate Services)**

**Position:** Payroll Executive

**Duration:** Jan-2010 to Mar-2013

**Location:** Jamnagar

### **Key Responsibilities:**

- Manage payroll of 350+ contractors of oil and gas and fertilizer companies, compensation and benefits, employee lifecycle, (on roll employees and Contract workers), [attendance, leave, overtime, bonus, incentive, VRS, gratuity, retirement and other claims, legal cases and court and out of court settlements.
- Manage statutory compliance and IR audit inspection and liaison with government and local authorities.

**Reliance Industries Limited Oil and Gas JMD Site (TPC)**

**Position:** HR Assistant

**Duration:** Aug-2008 to Dec-2009

**Location:** Jamnagar

### **Key Responsibilities:**

- Joining and onboarding formalities, training and development, PMS and MIS for new joiners and project expats.
- Administration of pantry, transport, travel and accommodation for project expats.