

## Resume

### **JASMINE MARVADI**

**B-404, SAHJANAND OASIS, NR. IOC PETROL PUMP, MEMNAGAR, AHMEDABAD**

**Contact: (M)7227088870 /9974276403/9898245670, Email :- jasminemarvadi@gmail.com**

---

#### **HR Managerial Profile**

- A vibrant performance driven professional with more than 17 years of experience of successfully managing the HR Department and leading a team of 13 HR member (Corporate & Regional) and heading HR functions for a staff strength of 2000+ employees across India .
- Effective Communicator, Strategic & creative thinker, Excellent Communications skills , Excellent Leadership qualities, Ability to lead a team,
- Problemsolver and decision-maker who balances needs of employees with the organizational mandate.

#### **Career Timeline:**

<b>COMPANY</b>	<b>DURATION</b>	<b>DESIGNATION</b>	<b>INDUSTRY</b>
Pahal Financial Services Pvt, Ltd	May 2018-till date	HR Manager	NBFC-MFI
Centre For Enviornment Education	August 2016 to Nov 2017	Personnel Officer	NGO
Kalorex Group	July 2015 to July 2016	Deputy HR Manager	Education
Sadbhav Engineering Limited	May 2013 to July 2015	Asst. HR Manager	Construction
Mehta Cad Cam Systems Pvt Ltd.	September 2005 to April 2013	Asst. HR Manager	Trading & Manufacturing

#### **Key Responsibility Areas:**

<ul style="list-style-type: none"><li>• Talent Acquisition &amp; Retention</li><li>• Recruitment and Selection</li></ul>	<ul style="list-style-type: none"><li>• Database Management &amp; HR-MIS</li></ul>
<ul style="list-style-type: none"><li>• Policy drafting , formation &amp; Implementation</li></ul>	<ul style="list-style-type: none"><li>• Performance Appraisal</li></ul>
<ul style="list-style-type: none"><li>• Exit Formalities, Full &amp; Final Settlement</li></ul>	<ul style="list-style-type: none"><li>• Payroll &amp; Compensation &amp; Employee Benefits Management</li></ul>
<ul style="list-style-type: none"><li>• Team Management</li></ul>	<ul style="list-style-type: none"><li>• HRMS &amp; HRIS Systems</li></ul>
<ul style="list-style-type: none"><li>• Conflict / Grievance Handling</li></ul>	<ul style="list-style-type: none"><li>• Employee Engagement / Recreational Activities</li></ul>

## **Key – Deliverables & Job Responsibilities**

### **Recruitment& Selection**

- Managing & Leading the complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements in consultation with Functional Heads
- To conduct the interviews in organized and professional manner and forward them to Director/Departmental Heads with proper recommendations.
- To ensure selection and appointment for all categories of employees as per policies framed.
- For Senior Positions , Negotiate & work out salary structures with shortlisted candidates, final H.R discussions, offer letters, joining time, reference check, follow up, & other necessary formalities for facilitating in smooth on boarding and induction.

### **Joining & Exit Formalities**

- Ensure of complete joining formalities , Orientation and Induction for new recruits.
- To coordinate with the functional heads in organizing the job training or specific domain training for the new recruits.
- Monitor and guide (where necessary) the entire process of Employee Separation such as NO DUES, Clearance Form, Resignation & Relieving Letters, Exit Formalities and Exit Interview and record tracker for the same.
- Exit interview, analysis of Attrition rate to have control of the same

### **Performance Appraisal**

- Carry out End-to-End Performance appraisal for all employees across levels.
- Assist and guide in identification and developing KRA (Key Responsibility Areas) for various roles along with functional heads.
- Rewards and Recognitions of Staff
- Handling Appraisal Grievances of employees.
- Designing and revising of Performance Appraisal Forms time to time

### **Employee Engagement & Welfare**

- Responsible for driving employee reward and recognition awards
- Responsible for employee engagement initiatives like organizing Events , Celebrations, Festive get together and meetings
- Handle end to end mediclaim and accidental policies for all levels across organization.
- Attend to External and Internal Audit program and resolve the observations /queries raised. Be a single point of contact for all HR generalist issues.
- Responsible for all internal communication

### **Database Management & HR-MIS**

- Ensure complete and proper Employee database management
- Exit Interview Analysis
- Monitoring of Employee MIS (like Attrition Report, Absenteeism report, Probation tracker, Recruitment tracker) and forwarding to Functional Heads and Management

## **Policies & Procedures**

- Monthly Updation of Organization chart for all levels across organization
- Ensure all HR policies and processes are adhered to.
- Formulation, revision & periodic review of policies and procedures.

## **Compensation and Benefits**

- Administering periodic hikes, maintain salary database with all the components and preparing salary structure.
- Resolving all the queries in respect of salary for across all the levels of the organization.
- Place each employee in respective bands as per his experience, qualification, current CTC and role in the company

## **Payroll Management & Attendance & Leave Management**

- Ensure complete flawless payroll functions of almost 1500 plus employees.
- Supervising and Monitoring monthly payroll cycle, off-cycle payments, employee loan, reimbursement payments etc.
- Responsible for smooth Master Data maintenance and making the salary to employees on time.
- Supervising and monitoring attendance time to time up dation of leave of almost 1500 plus employees
- Monitoring overall function of attendance and leave.
- Ensure timely generation of PF and ESIC challan and make their payments.

## **Grievance Handling**

- Address to all the grievances/ complaints of the employees and resolve it with appropriate and acceptable solutions.
- Submitting the final report of incident to the Functional Head /HR Head /Management

## **Educational Qualification:**

- Master of Business Administration (HR)) from ICFAI University, Ahmedabad in 2006 with 65%.
- Diploma in Labour Law from Gujarat University in 2010 with 53%
- M.Com from Gujarat University in 2005 with 59%
- B.Com from Gujarat University in 2003 with 70 %

## **Personal Dossier**

Date of Birth : 04-08-1982  
Sex : Female  
Marital Status : Married  
Languages Known : English, Hindi, Gujarati  
Hobbies : Playing chess, listening music, watching films.