ANMOL KAMLESH THAWANI

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**Current Location:** Ahmedabad, Gujarat-380013, India

**Date of Birth:** 28th August, 1994

**Human Resource Professional**

*HR Generalist| Talent Management | HR Operations*

**PROFILE SUMMARY**

* Result-oriented professional with **cross-cultural experience of 4+ years in Human Resource Function** Entailing Human Resource Management, Recruitment, Employee Relations, Liaising & Coordination and HR Operations
* Rich experience in Recruitment, Talent Acquisition, Manpower Planning, Vendor Management, Campus Hiring, Lateral Hiring and Special Projects Sourcing
* Experienced in manpower management and **recruitment operations** involving resume generation, screening, shortlisting, salary fitments and so on
* Experienced in **manpower planning & integrated talent management** with honed skills in recruitment (competency mapping) along with other HR-related functions such as interviews, senior-level recruitment, KRA/KPI formulation, grievance redressal, compensation, reward management, advancement planning, disciplinary issues & so on
* Steered **employee engagement initiatives** across the organization and ensuring staff queries & problems are addressed on time
* Excelled in conceptualizing and developing **training & development initiatives** for improved productivity, building capability and quality enhancement
* Skilled in **maintaining harmonious relations** among management and employees through efficient administration & resolution of employees’ grievances
* Resourceful in **managing Employee Lifecycle Management** through budgeting and planning of funds
* Effective communicator with strong interpersonal & relationship building skills

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| **CORE COMPETENCIES** |  | |
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| HR Generalist  HRIS  Employee Survey’s | High Performing Talent Acquisition | Recruitment / Screening & Assessments |
| Resource Planning | Induction & Onboarding | Mobilization & Deployment |
| Employee Lifecycle Management | Employee Engagement | Employee Data Management |
| HR Strategic Management | Employee Relations | Performance & Reward Management |
| Payroll Management | Compensation & Benefits | Succession Planning |

**IT Skills:** MS Office (MS Word, PowerPoint and Excel), HRIS, and Internet Applications

**EXPERIENCE**

**Sep 2019 – Present: Auxano Global Services Private Limited., Private Limited., Ahmedabad, Gujarat, India (IT Software Development Company) | HR Executive**

* Managing recruitment for sourcing the best talent from diverse sources after identification of manpower requirements in TAT; leading Onboarding, Orientation and Joining Formalities.
* Interacting with Project Managers and understanding their needs for hiring of employees to meet their requirements and providing end-to-end HR support.
* Measuring the performance and Productivity, Through, KRA & KPI’s.
* Formulating the HR policies and procedure across the Firm.
* Using the HR Strategies to set up the process and provide information to employees, managers and regarding compensation programs and practices in support of the objectives and operation of the business.
* Coordinating in formulation & implementation of increment, incentive & other remuneration policies as well as devising and effectuating Performance Management System through implementation of compensation policy, travel policy, payroll management, reimbursement disbursal
* Empowering employees to voice their opinions / grievances on a common platform as well as arriving at productive agreements as management representative. Escalated employee relations, Queries, cases from intake to resolution
* Conducting the Effective Investigation.
* Generating monthly payroll input mails and sharing to manager and leads to incorporate the LOP, Absconding, Exit, and any other master data changes
* Support the People Ops Team in implementing programs to help improve the employee experience
* Providing the timely feedback in the areas of, employee relations, development and coaching, compensation, and organizational development.
* Preparing formats for offer letter, appointment letter, salary annexure, exit interviews, PMS, etc.
* Coordinating in formulation & implementation of increment, incentive and other remuneration policies
* Keeping attendance record, collected medical reports, managed new bank account opening, leave calculations, generation of salary slips, monthly joining and redesigned calculations & employees exit formalities.
* Ensuring statutory compliances for PF withdrawal, annual returns and record information on a timely basis

**Sep 2018 - Apr 2019: Quarec Resources Private Limited., Ahmedabad, Gujarat, India (A Recruitment Firm) | HR Recruiter**

Led end-to-end recruiting process for open positions within the Technology Developed a pool of qualified candidates in advance of need. Utilized the Internet and internal database (from Job Fairs, Mega-Job fairs, etc.) for recruitment purposes

* Listed job evaluation and job description for different positions and prepared & placed job advertisements in all media
* Executed HR activities including filing, scheduling of interviews and called the prospective candidates for interview
* Managed a complete recruitment lifecycle for sourcing the best talent from diverse sources after identification of manpower requirements and conducting exit interviews with employees leaving the company
* Coordinated with Branch Manager in closing all levels of requisites with skilful resources within stipulated timeframes
* Identified candidates through online portals, social media sites, and referral drives and pre-screened the candidates through telephonic interviews
* Negotiated salary packages and briefed the hired candidates about terms and conditions of their employment, company policies and culture, their responsibilities, and benefits
* Updated various current and prospective recruitment positions on the company website
* Evaluated applicant skills, shortlisted & made recommendations regarding applicants’ qualifications and ensured Equal
* Employment Opportunity (EEO) in hiring & promotion processes
* Ensured communicating the new policies, drafting important notices and managing company events.

**Jan 2016 - May 2016: Task Staffing Solutions Private Limited., Ahmedabad, Gujarat, India (Provide Staffing Solution) | Research Associate-2**

* Handled end-to-end recruitment cycle for our esteem clients from Pharma, Lifesciences & Healthcare Domain for PAN India
* Managed and tracked internal job postings, promotions, transfers, & salary review requests and obtained management approvals for placement actions and ensured payroll implementations on time
* Located recruiting sources and established & managed the best recruitment process to support placement needs
* Took HR interviews to negotiate salary packages and brief the hired candidates about terms and conditions of their employment, company policies and culture, their responsibilities and benefits
* Maintained computerized (Trackers, Excel sheets) & manual database of application along with shortlisted candidates
* Conducted the preliminary telephonic interview to understand candidate’s competencies, like interest towards the job,
* technical skills, qualifications, etc. for shortlisting
* Scheduled interview, blocked calendar and updated records and followed up with applicants till they join the organization
* Prepared offer letter after a reference check done post satisfactory review and thereon generated appointment letter

**Apr 2015 - May 2015: Abellon CleanEnergy Private Limited., Ahmedabad, Gujarat, India (Provides Solution on Environmental Wastages) | Intern (On Induction Manual)**

**INTERNSHIP**

Project: Talent Acquisition – Induction & Joining

Induction Manual: Induction plays a vital role in any company because without it the employee will not be able to know the company vision and mission, what is the company up to, history, business groups, products, achievement and accolades, etc.

* Looked after recruitment and selection (sources of managerial recruitment), calling for quality control, and plant visits
* Gained exposure to way the induction is conducted, key things that should be covered for an effective induction process, the main things an employee might need to know during the first few days in the company. Created an Induction Feedback Form for the company in order to know whether the induction process they went through was helpful for them or not.

**ACADEMIC PROJECT**

Difference between the MNC Culture & Domestic Companies

**SEMINARS/WORKSHOP**

* Attended Seminar on “Women Harassment” organized by Nirma University

**EDUCATIONAL CREDENTIALS**

* Masters of Commerce| Neeldeep College of Commerce, Ahmedabad, Gujarat, India | June 2016
* Post-Graduation Diploma in Human Resource Management | Mahatma Gandhi Labour Institute, Ahmedabad, Gujarat, India

| July 2015

* Bachelor of Commerce | Aroma College of Commerce, Ahmedabad, Gujarat, India | April 2014
* HSC | GSEB, Ahmedabad, Gujarat, India | March 2011
* SSC | GSEB, Ahmedabad, Gujarat, India | March 2009

**CERTIFICATIONS**

* Soft Skills Enhancement Training Program

**Leisure Activities**: Meditation, Reading, Cooking, Gymnasium, and Social Activities