**Deepmala Moreshvarrav Shivalkar**

**RESUME OBJECTIVE**

To give my best performance as a human resource specialist in your reputable organization, bringing strong knowledge of human resource policies and ability to utilize this knowledge in meeting deadlines.

**EXPERIENCE**

Presently working with GSEC Bird Airport Services Pvt. Ltd. (Bird Group) as Assistant Manager HR & Administration –August 2021.

Nov’16 – July 21 Globe Ground India Pvt Ltd. (Bird Group) as HR & Admin Officer

Oct’13 – Oct’16 Cambata Aviation Pvt Ltd. as Asst. Duty Officer– HR & Admin

Aug 12 – Oct’13 Deccan Earthmovers Pvt Ltd. as Asst. Manager – HR

Dec 08 – Aug-12 Avenue Supermarts Pvt Ltd. as HR Officer

**CORE COMPETENCIES**

* Exposure in handling the administrative functions of HR department including Recruitment & Selections, on boarding, Performance Appraisal, Policy Drafting and periodic assessment of HR polices, Administration, reference checking, salary negotiations, and closing.
* Manpower analysis, planning and budgeting in accordance with business needs; set up and manage systems and processes to suitable talent; develop, implement and facilitate orientation and induction programs for all new employees;
* Bridge management and employee relations by addressing demands, grievances or other issues. Provided confidential issue resolution while working with various levels of management.
* Ensured compliance of human resource policy, employee benefits and employment law at both local and federal level. Compliance with all state, federal and local employment laws, as well as company standards, systems and processes in partnership with employment and labour relations departments.
* Defining and designing Job Description of all professional positions, Job Evaluation as well as finalization of goals and KRA’S at all levels.
* Keeps records of benefits plans participation such as insurance personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
* Facilitating associate development, motivation, engagement and retention through employee development programs and various HR initiatives
* Prepares employee separation, notices and related documentation also conducts exit interviews to determine reasons behind separations.
* Coordinating in formulation & implementation of increment, incentive & other remuneration policies as well as devising and effectuating Performance Management System.
* Conceptualizing & effectuating training & development initiatives for improving employee productivity, building capability and quality enhancement.
* Payroll processing. Preparing consolidated wages register salary details for bank deposits and ensuring timely payment of incentives & leave encashment.
* Managing the payment of Bonus, PF, Gratuity other labor laws & Full and final settlement for resigned employees

**MAJOR ATTAINMENTS**

* Merit of having single handedly recruited new and existing stores and branch offices, situated at across India level through various sources of recruitment.
* New policies buildup for the growth of organization.
* Manpower Budgeting
* Conceptualization and implementation of the HRIS & Time Office management in the organization.

**ACADEMIA**

* **M.B.A (Human Resoure & Personnel Mangement)** from ICFAI University in 2012.
* **LLB** from MN Law College, Gujarat University in 2012.
* **MCOM** from, Gujarat University in 2005.
* **BCOM** from HK Commerce College, Gujarat University in 2003.

**IT FORTE**

* Well-versed with M.S Office.

**PERSONAL DETAIL**

**Date of Birth :**  17th November, 1983

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