## Poonam Dariyani

Contact No: **+919723566211**

### Career Objective

* Would like to serve in an organization in a position that utilizes my skills in Managing, organizing and multitasking while integrating my experiences and also providing an Opportunity for Growth and Advancement.

### Professional Summary

* **7**+ **years** of professional experience in the field of operations & **Human Resources.**
* Strong ability in understanding and handling the **Generalist HR Role**.
* Proven track as a very good team player and ability to reach deadlines.

### Professional Work Experience

### Working as Head – HR Department in Asian Bariatrics for all Pan India Branches, handled the Generalist HR Role from September 2014 to Till Date.

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* Overall responsibility of man power planning and **recruitments** for all the branches across India.
* Streamline Statutory Compliances for all branches.
* Faced NABH final Assessment.
* Implementing HR & Payroll software.

### Working as Asst. Manager HR in Shalby Hospital, (Ahmedabad) handled the Generalist HR Role from March 2014 to September 2014.

### Worked as Asst. Manager HR in CIMS Hospital Pvt. Ltd., (Ahmedabad) handled the Generalist HR Role from March 2010 to November 2013.

### Worked as HR Executive in Solitaire Management services Pvt. Ltd, (Ahmedabad) handled the Generalist HR Role from August-2009 to March - 2010.

### Worked as HR Executive in An Advantage Global(I) Ltd, (Ahmedabad) handled the Generalist HR role from November - 2007 to February - 2009.

### Career Achievements

* Part of the HR team for successful implementation of **HR & Payroll Software (Saral)** in **2011** for the CIMS Hospital and **Aquitas** for Asian Bariatrics in year 2015.
* Was selected as **Chapter Champion** - **HR** for NABH Accreditation in all three hospitals.

### Trainings

* Successfully completed training on Good presentations Skills from AMA in 2011.
* Successfully completed training on Labour Laws from Focal Point 2013.

### Educational Details

* **PGDHRM (HR)** - 2009-2011 from Symbiosis centre for distance learning (Pune).
* **M.COM (Accounts)** - 2011 from GLS IC Institute.
* **B.COM** - 2009 from GLS IC Institute.

### Computer Skills

* Skills: MS Office (Word & Excel)
* Level: Competent
* Internet: Research and surfing, (influence of keywords in content).

### Accomplishments

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| **HR Roles & Responsibilities – Hospital’s** |

# Roles and Responsibilities

* Developing the HR plans and policies in conjunction with the company’s overall development plan.
* Preparing HR manual for the Hospital.
* Overall responsibility of man power planning and recruitments.
* Strategizing HR to meet the organizational growth.
* Scaling up at an organization level.
* Nurturing the subsequent level of leadership
* Setting up and streamlining policies and processes.
* Career Planning and Development within the organization
* Grievance Management.
* Employee Engagement.
* Effective implementation of PMS
* Risk Analysis , Strategies and Planning
* Developing and implementing disciplinary policies
* Improving Employee Satisfaction.
* Successful implementation of NABH standards
* Streamline Statutory Compliances
* Payroll Management
* Training and development
* Manpower budgeting
* Retention Strategies
* Employee welfare Activities
* Carry out NABH accreditation activities. Developing, evaluating and implementing effective HR Systems. Benchmarking and performance analysis through various HR quality indicators as per NABH standards
* Sound knowledge on **JCI & NABH standards.** Experienced in conducting & undertaking Internal & External Audits of HR (JCI/NABH).
* **Comply with NABH Standards**.

**Recruitment & Selection**

* End to End Recruitments.
* Overall responsibility of man power planning and recruitments.
* Coordinating with all the departments with regards to the new hires requirements.
* Restructured the departments. Reduced costs by leveraging recruiting activities for multiple medical and non - medical positions.

**Joining Formalities and Induction:**

* Preparing & Issuing Offer & Appointment Letters to the Candidates.
* Getting various joining documents filled like joining report. Arranging for Identity Card, GATE PASS, Security Intimation where required. Sending for the medicals & getting their **Reference check& police Verification done**.
* Coordinating for Induction& Orientation of new employees and explaining them Hospital terms & conditions, explaining Company profile, policies, HR Guidelines, Leave policy, organizational behaviour, etc. to the newly recruited candidates and making them familiar with the company culture.

**Performance Management System:**

* Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
* Coordinating & formulating increment & remuneration policies.
* Coordination in annual appraisal process of the all employees of the hospital.
* Providing strategic support in the implementation of PMS.

**Compensation & Benefits:**

* Working out the compensation plan and policies.
* Involved in the preparation of the increment letters such as Offer, Appointment, Confirmation, Promotion, Increments, Still working, salary certificates, Transfer, experience, Relieving and Salary Revision Letters.
* Compensation Accomplishments.
* Conducting researches to study the current compensation trends in the market.
* Designing CTC with knowledge of Allowances & Deductions, Tax benefit components like (HRA, Medical, Conveyance, Education, Food coupons, uniform, other, biomedical, Accommodation, Telephone etc.) Employer and Employee contributions (PF, Gratuity, bonus, Insurance etc.). **EXCEL: V-look Up & Pivot Tables.**

**Payroll Process &TDS**

* Handling Payroll Processing which includes the salary processing of 1000 employees, Master updating of employees.
* Handling the entire payroll management on Saral Pay Pack software.
* Carrying out calculations for **performance bonus, gratuity, Ex Gratia & TDS.**
* End to end Payroll processing on Software and EXCEL from Importing Attendance cycle from Biometric system to generating monthly Pay slips, Procedure of on line filling PF,ESI challans, TDS calculation of OT, Bonus, Incentives, Loans &Advances, Generating all Statutory Reports and MIS.
* Generating monthly salary of all the employees.
* (Calculation of CTC, Calculation of Gross & Net Salary, HRA, DA, PF, gratuity, bonus, Leave Management (SL, CL, PL).
* Generation of Pay slips, maintaining the Statutory Records.
* Statutory reports generation – PF, PT etc. & organization specific payroll related reports.
* Resolving the salary related issues.
* Coordinating with finance department for processing of payments to employees.
* Preparation of Monthly Reports such as Head Count, Attrition and Salary processed required by the management.
* Handling the time attendance and swipe system.

**TDS:-**Knowledge of Investments (80C, 80G, 80D etc.), Tax slabs, Tax benefit components, Calculating TDS on monthly basis and preparing TAX SHEET with **form no 16.**

**MIS Preparation and Documentation:**

* Maintaining and updating the database of candidates on daily basis.
* Maintaining database regarding the employees, Preparing Recruitment Report.
* Preparing the MIS report of the Joined Candidates, Candidates which decline the offer, candidates in Pipeline etc.
* Actively participating in the business intelligence data and implementing the same on **monthly** basis like **absenteeism ratio, Attrition-Ratio, Male: Female and Employee Turnover ratio.**

**Statutory Compliances**:-

* Taking care of all the Legal Aspects of HR.
* Deposition of various challans PF, PT.
* Comply with all the Labour Laws.
* Coordinating with HR Consultant for liasioning all applicable laws of HR.

**Training& Development**

* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Organizing and coordination of various HR and motivational initiatives within the hospital as and when required and informed.

**Separation Retention Management:**

* Promote employee engagement and retention
* Prepare employee separation notices and related documentation; conduct exit interviews to determine reasons for attrition and identify company improvement areas.
* Conducting the Exit Interviews for all Staff.
* Dealing with Full & final Settlements of Employees.

**General HR Activities:**

* Handling HR Audit
* Maintaining the employee profile records concerning personnel-related data such as hires, transfers, performance appraisals.
* Involved in Employee Welfare Activities like organizing the indoor games etc.
* Handling the legal aspect which includes forwarding of PF withdrawals in case of resigned employees, timely submissions of PF Nomination forms of employees.
* Liasioning with LIC with respect to Gratuity which includes sending the relevant data to LIC.
* Settle GPA claims of the all the staff. Maintaining data for the same.
* Re imbursement of the staff.

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| **Solitaire Management services Pvt. Ltd** | |
| **Designation** | **HR Executive** |

# Roles and Responsibilities

* Responsible for managing recruitment part of all the departments.
* Responsible for their leave status.
* Responsible for solving their issues.
* Responsible for their attendance.
* Responsible for maintaining their Probation and Permanent dates.
* Motivating the Employees.
* End to End Recruitments
* Conducting Interviews
* Payroll
* Dealing with the Consultants
* Handling all the account opening formalities
* Taking the Exit interviews

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| **An Advantage Global (I) Ltd** | |
| **Designation** | **HR Executive** |

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**Personal Profile**

* **Date of Birth -** 17th August 1988
* Email:**poonamdariyani@gmail.com**
* **Gender –** Female
* **Nationality –** Indian
* **Languages –** English, Hindi, Gujarati

**Languages**

* English: Fluent – Written & Spoken
* Hindi: Competent – Written & Spoken
* Gujarati: Competent – Written & Spoken

**Desired Salary**

Commensurate with experience and as per current industry standards.