**HARSHA PALWE**

**(B.Tech , MBA-HR, Diploma in Labour Laws ,HR analytics from IIM Rothak, Certified POSH Trainer )**

# HU MA N R E S O U RC E S G E N E RA L I ST

Working as **Sr.** **Manager/Unit Head –HR** in **Human Resources department** with broad experience in managing the entire spectrum of Human Resources functions.

### PROFILE SUMMERY

* More than 10 years of work experience with hands- on exposure to strategic planning and team management.
* Possess a sound understanding of HR processes like engagement and communication, performance appraisal, talent management etc.
* A quintessential professional with exceptional planning, execution, monitoring and budgeting skills as well as the capacity to supervise simultaneous task under mounting pressure.

**HR SKILLS**

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| --- | --- | --- |
| * *Staff Recruitment & Retention* * *New Joinees Induction & Orientation* * *Employee welfare activities* | * *Employee Relations* * *Payroll Management* * *Grievance Handling* * *Manpower Budgeting* * *NABH-HRM* | * *Manpower Planning & Budgeting* * *Performance Appraisal* * *Full & Final Settlement* * *HR Policies & Procedures* * *Team Handling* |

### PROFESSIONAL EXPERIENCE

**Currently Working with Shalby Hospital Ltd , Ahmedabad .**

**Sr.Manager-HR/Unit Head HR:(March 2022-Till date)**

* Develop and implement HR strategies and initiatives aligned with the overall business strategy

Bridge management and employee relations by addressing demands, grievances or other issues

* Manage the recruitment and selection process
* Support current and future business needs through the development, engagement, motivation and preservation of human capital
* Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
* Nurture a positive working environment
* Oversee and manage a performance appraisal system that drives high performance
* Maintain pay plan and benefits program
* Assess training needs to apply and monitor training programs

Report to management and provide decision support through HR metrics

* Ensure legal compliance throughout human resource management

**VishwaRaj Superspeciality Hospital.(MIT’s 300 bedded Hospital)**

**Manager-HR** , April 2016 to March 2022. **Reporting to /CEO/Executive Director**

* Handling entire gamut of HR, did digitalization in HR process.
* Implemented online performance management system, Recruitment, Employee Engagement module successfully within Two months.
* Executed paperless onboarding process, performance management system, recruitment.
* Handled NABH audit

### Role & Responsibility-

* **Manpower Planning & Budgeting**
  + Responsible for the yearly manpower planning and budget for all departments.
  + Ensuring that budget should be considering provision of occupancy, manpower ratio (department wise) and cost etc.
  + Ensuring that submission of manpower budget before end of FEB every year.
  + Recruitment of manpower as per the sanctioned manpower budget.

### Recruitment

* + Monitoring end to end process of recruitment from sourcing to joining.
  + Ensuring smooth function of recruitment process like conducting interviews as per scheduled, after finalization the candidate will get offer letter and monitoring the track for offered candidate’s joining date.

### Induction and Joining Formalities

* + Conducting induction program of all new joiners.
  + Monitoring end to end process of induction program and to employees joining formalities.
  + Coordinating with all departmental HOD’s to complete departmental induction and maintain the documents for the same.
  + Monitor aintenance of personal files for new joining employees and ensure no discrepancy m with respect to joining documents as per the checklist.

### Time Office and Payroll Management –

* + Ensure that employee should update their leave details, to regularize the attendance, update planned duty rota into the system.
  + Verification of long absenteeism employees and intimate the same to respective HODs and

take appropriate action.

* + Handling time office queries.
  + Responsible for monthly payroll management including professional and honorary doctors.
  + Analyze payroll exhaustively before finalization.
  + Handling payroll grievances and coordinating with management for rectification of the same.

### Legal Compliances-

* + Responsible for legal compliances of Human Resources department.
  + Maintaining register in soft forms as per the guidelines of legal act.
  + File the returns of monthly, quarterly, half yearly and yearly legal compliances as per the requirement before the due date like preparation of PF challan and coordinating with finance department for disbursement before 15th of every month, file online return of Employment exchange etc. followed by every act.
  + Maintaining good relations and coordination with legal authorities like PF field officer,

Labour and shop act inspectors etc.

### Grievance Management

* + Handling employee grievance in terms of pay and benefits, workload, work conditions and unfair practices etc.
  + Responsible to resolve grievance at HR level by counseling.
  + Based on gravity of the grievance, coordinating with grievance committee members to schedule grievance committee meeting for the serious matter.
  + Same as above coordinating with other committee like Sexual Harassment Committee,

disciplinary committee, Privilege Committee, Documents Discard Committee, Infection Control Committee etc.

* + Document and maintained MOM of every committee meeting.

### Employee Engagement Activities

* + Planning and executing of employee engagement activities.
  + Birthday celebration, celebration of professional days like nursing, pharmacist and doctor’s days.
  + Coordinating with management to execute annual function.

### Performance Appraisal

* + Design the process of performance appraisal planning.
  + Coordinate with management to execute performance appraisal.
  + Responsible for distribution of appraisal letters to the respective employees before TAT period and import the same details into the software to deliver the appraisal effect into the respective employee’s salary.

### Training and Development

* + Preparation on training calendar of HR department and execute accordingly.
  + Coordinate with management to hire external trainer to conduct training session to all employees.
  + Monitor training records of HR as well as other department.

### Exit Formalities

* + Conduct exit interview of every employees before exit and seek to retain.
  + Monitor end to end exit documentation before processing of full and final statement.

### Management Report-

* + Preparation of yearly reports like manpower budget and yearly departmental review report.
  + Preparation and submission of monthly HRMIS, quality indicator and financial report to the management.

### Outsourced Employee Management

* + Monitor and send monthly outsourced employee attendance details to the respective vendors.
  + Ensured that final invoice prepared as per provided attendance.
  + Scrutinize vendors bill includes legal dues TAT period, wage register, calculation of salary etc. and forward to the finance department for further procedure.
  + Conducting periodically audit of all outsourced vendors.

**Committee member of internal committee (POSH )at VishwaRaj Hospital**

**Software Handled: Saral Paypack software (Payroll), Precise software (Time & attendance),HIMS, PeopleHR**

**HRone Inbox software implementation in to VRH, did digitalization in PMS, Recruitment, Onboarding, Exit formalities, payroll**

**Successfully implemented performance management system online with SMART KPI in to every department.**

**Publish paper on digitalization in performance management system in international journal of advances in engineering and Management (IJAEM)(Volume 3,Issue6,June 2021 )**

**PROFESSIONAL EXPERIENCE *(CONTINUED)***

**Work Experience:**

Company name: Neptune consultants (Pune)

Designation: HR Recruiter

Duration: **19th march 2012 to 15 Jan 2013**

Client: **Accenture, TCS, Cognizant, Noverties, PharmaNet i3**

### Recruitment

* + Monitoring end to end process of recruitment from sourcing to joining.
  + Ensuring smooth function of recruitment process like conducting interviews as per scheduled, after finalization the candidate will get offer letter and monitoring the track for offered candidate’s joining date.
  + Sourcing candidate from portal (**Naukri, Monster, LinkedIn, Indeed** )
  + IT recruitment for Accenture Cognizant ,TCS

Company name: **Aspirant Consultant (May 2013 to April 2016)**

### EDUCATION & CERTIFICATIONS

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| --- | --- | --- | --- |
| DEGREE | YEAR OF PASSING | UNIVERSITY/BOARD | PERCENTAGE (%) |
| DLL & LW (Diploma in Labour Law & Labour Welfare ) | 2018 | Pune University | 65.00 % |
| M.B.A.(HR) | 2012 | D.Y .Patil college Pune | 66.00% |
| B.Tech (Food Technology) | 2010 | MIT College Pune | 82.00% |
| H. S. C. | 2006 | PUNE | 67.67% |
| S. S. C. | 2004 | PUNE | 77.76% |

**COMPUTER SKILLS**

* Basics (MS-Words, MS-PowerPoint, MS-Excel) Internet Concepts.

Academic Projects

B.Tech Projects:

|  |  |  |
| --- | --- | --- |
| Company Name | Duration | Job Description |
| Indo European Breweries Ltd | 10 Days(2009) | Q & FS Lab |
| Parle Pvt.Ltd | 45 Days(2010) | Chemical analysis product |
| Cadbury India Limited | 45Days(2010) | Q & FS Lab |

M.B.A Project:

|  |  |  |
| --- | --- | --- |
| Company Name | Duration | Title |
| Prabhat Group of Industries | 2 months | Training Need Assessment |

**Certificate:**

**“HR Analytics” from IIM Rothak**

**“Certified Posh Trainer**

**“Prevention of sexual harassment at work place from LAABH foundation Pune”**

**“High Tech recruiter certification from Hirist .com”**

**“Employers, Lockdowns, illegalities and the future”**

**“Chapter champion for NABH Audit “**

## INTEREST & ACTIVITIES

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| --- | --- |
| * Comfortable in all Areas of HR / Personnel * Workaholic | * Meeting People and Communicating * Team Player |

**PERSONAL DETAILS**

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**Permanent Address**: Pune

### Harsha Palwe Date - / /20