

ADITI PATIL

HR Manager

CONTACT

PHONE:
8652519998

Address:
Talegaon Dabhade,
Pune-410506

EMAIL:
priyadixit90@gmail.com

CORE SKILLS

- Employee onboarding and offboarding
- Process improvement
- Employment and labor laws
- Employee paperwork
- Administration
- Employment record verification
- Performance management

PROFESSIONAL SUMMARY

Expert HR professional with 12 years of expertise in the HR & Admin industry. Effective in managing assignments and team members. Dedicated to self-development to provide expectation-exceeding service. Trustworthy with practical experience and a dedicated work ethic. Self-motivated to consistently deliver first-class results in line with stringent targets and deadlines.

EXPERIENCE

HR Manager

June 2023 – Present

Effotel by Sayaji - Sarola - Pune, India

Roles and Responsibilities: -

- Employee communication and relations activities.
- Talent Management including recruitment, retention, employee satisfaction and succession planning.
- Compensation & Benefit administration for exempt and non-exempt personnel.
- Health, welfare and worker's compensation plan administration including enrollments and terminations.
- Department overhead & headcount budget administration.
- HRIS management & record keeping.
- Various general HR programs such as tuition reimbursement, personal protective equipment and uniform program.
- Development of company policy, procedure, and strategic plans.
- Participation in a wide variety of Human Resources projects.
 - Planning & coordinating of company events and executive meetings.
 - Company performance management processes.
 - Ensure legal compliance in all Human Resource actions including Affirmative Action Plan.
 - Department/organizational training and development requirements.
 - Support all business objectives of the company by aligning Human Resource activities with the organizational goals and objectives.
- Exceptional customer service skills and the ability to work with all levels of staff required. Ability to maintain strict confidentiality of information is required.
 - Responsible for maintaining a safe workplace and follows all regulations and requirements related to safety and environmental compliance.
 - Responsible for all quality policy standards.

- Employee relations
- Resource allocation
- Dispute resolution
- Employment contracts
- Program management
- Regulatory compliance
- Recruitment
- New employee orientation
- Google Workspace
- Effective Communication
- Relationship-building
- Adaptability Skills
- Technological Skills
- Problem-solving / Conflict resolution
- Decision-making
- Ethical approach
- Organization
- Multitasking
- Acceptance of Ambiguity
- Record Management
- Communication skills
- Organizational skills
- Decision-making skills
- Training and development
- Budgeting skills

HR & Admin Manager

Dec 2019 – June 2023

Orritel Convention Spa and Wedding Resort, Talegaon - Pune, India

Orritel Convention, Spa & Wedding Resort is surrounded by hills & situated at the highest altitude between the two Metro's (Mumbai & Pune), Hotel Orritel is a tastefully furnished hotel with a modern interior and 112 comfortable keys loaded with all basic amenities in keeping with international hotel standards

Roles and Responsibilities: -

- Design hiring plans for all hotel departments based on seasonal needs
- Developing job descriptions, shortlisting, interviewing, and selecting candidates Interview
- Manage compensation and benefits plans, Compiling payroll / Absence data
- Oversee employee attendance and working schedules, including paid time off, overtime, and breaks
- Organize employee records, like contracts
- Implement employee retention programs
- Act as the point of contact when employees have queries or job-related issues
- Ensure hotel staff complies with relevant health and safety regulations
- Hands-on experience with HRMS and payroll software
- Developing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures, and absence management
- Coordinating staff entertainment programs
- Manage HR administration such as contracts, personnel files
- Ensure compliance with all HR legislation and keep up to date with changes to local authorities
- Built and developed lasting relationships with employees, peers, upper management and outside vendors.
- Managed all human resource documentation, including new hire letters, employee contracts and corporate policies and procedures.
- Supervised onboarding process for newly hired employees and distributed relevant paperwork.
- Brainstormed with other human resource personnel to determine ways to recruit top talent.
- Coordinated company-wide events structured to boost employee morale.
- Regularly updated HR databases to reflect employee information, changes in benefits and other details.
- Supervised exit interviews and off-boarding process for resigned and terminated employees.
- Spearheaded the company's talent acquisition and recruitment processes.
- Provided support to employees with various HR-related issues and liaised with heads of departments to find resolutions.

- Screened, interviewed, and hired candidates to facilitate smooth recruitment procedures.
- Identified and solved complex strategy problems impacting management and business direction.
- Organized employee appraisal reviews to discuss performance with managers
- Compiled and updated employee files in electronic and paper formats to maintain accurate records.
- Organized orientations, events, and activities for employees to deliver the objectives of the organization.
- Drafted termination paperwork and exit interviews to comply with release procedures.
- Built relationships with external recruitment agencies to source short- and long-term staff for roles across the organization.
- Kept working HR systems in compliance with current employment laws and made proactive changes to keep pace with industry trends.
- Formulated organizational chart with associated job ranks and responsibilities.
- Coordinated with department managers to identify and facilitate workforce needs.
- Designed and updated training manuals, materials, and presentations to align with the objectives of the organization.
- Managed conflict resolutions to help teams foster relationships and improve teamwork capabilities.
- Created and executed HR strategies and initiatives to minimize business disruptions and balance the needs of the organization.
- Stayed abreast with HR trends to apply best practices and quality standards.
- Communicated with vendors and administrators to address queries and concerns and support internal and external requests.
- Administered comprehensive and equitable compensation and benefit plans for staff to optimize the onboarding process

HR & Admin Executive

Nov 2018 - Nov 2019

The Emerald Resort, Kishor Aware Hospitality LLP - Pune, India

The Emerald Resort is a 3-star hotel which is situated on Mumbai - Pune Highway near Talegaon, with 27 Rooms & 8 Cottages Properties, 2 Banquet Hall, Spa, Swimming Pool, a Game zone, a Children's play area, etc.

Roles and Responsibilities: -

- Arrange daily Meetings of HODs and send MOM reports to all departments via email
- Assists with the organization of the staff's social events and activities
- Coordinating staff transportation and Accommodation (Outside events only)
- Assist and resolve hotel staff and management queries
- Updating salary benefits information
- Preparing salary database
- Helps employees identify specific behaviors that will contribute to service excellence

- Responsible for the on-the-job orientation of new team members
- Assist with Internship or training programs and ensure that all Interns are receiving the necessary support and guidance during their industrial exposure training
- Complete monthly and fortnightly paperwork to be submitted to the Payroll team
- Ensure up-to-date and accurate information is fed into the Human Resources Software (HRMS)
- Ensure the recruitment and selection process is adhered to and that all the relevant immigration checks are carried out correctly
- Establish and maintain a group of contacts with Hospitality Colleges to set up a system for entry-level employment
- Full coordination of employment residence, medicals, and termination of employment
- Handled employee conflicts while following company procedures.
- Built and developed lasting relationships with employees, peers, upper management, and outside vendors.
- Supervised exit interviews and off-boarding process for resigned and terminated employees.
- Managed all human resource documentation, including new hire letters, employee contracts and corporate policies and procedures.
- Coordinated company-wide events structured to boost employee morale.
- Regularly updated HR databases to reflect employee information, changes in benefits, and other details.
- Supervised onboarding process for newly hired employees and distributed relevant paperwork.
- Screened, interviewed, and hired candidates to facilitate smooth recruitment procedures.
- Provided expert legal advice on disciplinary and grievance issues to support management.
- Identified and solved complex strategy problems impacting management and business direction.
- Compiled and updated employee files in electronic and paper formats to maintain accurate records.
- Organized employee appraisal reviews to discuss performance with managers and assess compensation.
- Provided support to employees with various HR-related issues and liaised with heads of departments to find resolutions.
- Spearheaded the company's talent acquisition and recruitment processes.

HR & Admin Executive

Aug 2015 - Oct 2018

WhizMeeting India Pvt. Ltd - Mumbai, India

WhizMeeting is a highly flexible, cost-effective, and quality global solution for remote collaboration using Audio Conferencing, Web Conferencing, and Webcast Services, WhizMeeting conferencing solutions are designed to optimize the communication capabilities of enterprises of all sizes and derive a faster online collaboration experience

Roles and Responsibilities: -

- Day-to-day maintenance of office
- Supervising and assigning duties to all assistants
- Look entire office Housekeeping and Security
- Coordinate with HR for new mail id creation, ID cards, Access cards, etc...
- Arrange conference room, and meeting room for conference, meetings, interview etc...
- Keeping a track record of A.M.C like AC, Printer, UPS etc...
- Look at stationery and visiting cards requirements and send requests to respective vendors
- Maintain proper stock of stationery also take an inventory from time to time
- Keep proper records of company Assets like telephone instruments, Desktop, printers, etc.
- Managing the company's movable and immovable properties such as furniture, computers, printers, chairs, etc...
- Negotiate rates & tie up with various types of vendors also calling for tenders, quotations and estimate
- Various contracts and finalizing rates/items
- Book a car for the employee/guest, Coordinate with car agencies for pick & drop etc... Arrange the stay of the employee or
- Guest in Hotel or guest house
- Keep proper record of Incoming & Outgoing parcels, and letters through the Inward & Outward register also Handover incoming couriers to the correct person, etc.
- Sourcing and Screening of potential candidates from job portals as per the opening
- Conducting the first round of HR Interviews, Coordinating the Second round of Interviews, making Offer Letters, etc.
- Handling Leave and Time Management in bio-metrics attendance software
- Handling Recruitment and Training, Staff ID Cards
- Staff welfare activities

HR & Admin Executive

Aug 2011 - Feb 2013

SERVEMART - Pure Services Pvt. Ltd - Mumbai, India

"Servemart" - is a service base company that provides effective solutions to all kinds of Home Appliances /Pest Management/ Bathroom renovation/ Fumigations services, Timely response and accuracy to achieve Total customer satisfaction

Roles and Responsibilities: -

- Responsible for office administrative work, Document management, and Stationery management
- Travel-related arrangements, Agent, Airlines, Hotels, Relocations, Car Hire, Ticketing, Hotel Booking etc.
- Maintenance of office equipment (Laptop, Desktop, Fax, Printer, Coffee vending machines, Water filters) etc.
- Fulfill Internal manpower requirements via Job portal / News Paper ads /networking site etc.
- Preparation of Offer /Appointment / Confirmation / Increment / Reliving Letters
- Initiate ID Cards, Mail Id, and Visiting Cards for staff and Keep all records

of Employees

- Collecting data for salary & submitting to account section
- Assisting in employee engagement activities
- To maintain and keep records of company Assets like Xerox, Computers
- Monitoring and Renewal contracts for Office equipment like Air conditioners, Photocopiers, Fax Machines, Fire
- Fighting Equipment etc.
- Administrative support for preparation and implementation of training, conferences
- Coordination of meeting appointments for staff meetings
- Draft and distribute talking points, agendas and
- Manage and maintain filing of (electronic and hard copies) correspondences, documents, report, and materials
- Maintain Managers calendars; take care of travel arrangements and other day to- day support as required
- Welcome/Receive visitors relating to work.

HR Assistant

Apr 2009 - Jun 2011

Autocop India Pvt. Ltd, Autocop India Private Limited - Nasik, India

Distributor of Security & Intelligence Systems, Security & Surveillance Equipment, Networking Accessories, and pioneers tracking systems and services providers

Roles and Responsibilities: -

- Handling the calls through the EPABX system
- Maintaining records and coordinating all admin-related issues
- Handling queries of customers / Guests and guiding them
- Preparing Purchase Orders and Maintaining Inventory records
- Inspection / Approval of purchase material by physical verification
- Joining & exiting formalities of employees
- And Initiate ID Cards, Mail Id, and Visiting Cards for staff
- Collecting data for salary & submitting to account section
- Managing housekeeping staff
- Regular day-to-day responsibilities like Stationary, Couriers and when required booking of hotels, Travel &
- Ticketing arrangements etc
- Salary slip generates & distribute

Front Desk Executive

Oct 2008 - Mar 2009

Panchavati Elite Inn - Nasik, India

Relish a peaceful stay at this hotel in Nashik, offering a restaurant, bar, elevator, free Wi-Fi & room service

Roles and Responsibilities: -

- Handling the calls through EPABX system
- Attending Visitors and monitoring Check IN and Check OUT
- Staff management and Tracking of Attendance,
- Controlling Housekeeping & Security Staff
- Billing Desk and Petty Cash Management,
- Vendors and
- Contacted supervisor immediately to report any issues.

- Provided excellent customer service to each account.
- Used strong time management skills to coordinate timely deliveries.
- Logged parcel receipts using mobile device apps.
- Collaborated with depot staff to retrieve correct items for timely dispatch.

Hostess

Jul 2008 - Oct 2008

Six Flags Magic Mountain - California, USA

Amusement park in California USA

- The efficient economic hospitality segment

Trainee

Mar 2007 - May 2007

The Corinthians Resort and Club Pune - Pune, India

- Developed excellent working knowledge of industry trends and improvements in processes

EDUCATION

Advance Diploma: HMCT (Food Production) - 2008, NCHMCT – Nashik, India

Diploma – HMCT -2007, NCHMCT – Nashik, India

Higher Secondary: 12th Commerce, Feb 2006, Panchvati College - Nashik, India

Diploma in Multilingual Office Automation and Finance - 2004, CDAC - Nashik, India

SSC - 2003, MRSKVM - Nashik, Maharashtra, India

BBA (In Progress), Sikkim Manipal University - 2020

Aditi Patil