

Renuka Balaji Thete

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Location : Airoli

DOB : 18th Oct, 1989

Strategic and results-driven HR professional with 14+ years of experience in managing HR operations, policy implementation, employee engagement, industrial relations, recruitment, and statutory compliance. Adept at transforming HR departments, implementing HRIS systems, managing diverse workforces, and ensuring organizational alignment with compliance and business goals. Proven expertise in leading HR functions across both factory and corporate setups.

KEY RESULT AREAS**RECRUITMENT & SELECTION:**

- Develop and implement recruitment policies and resource requisition processes.
- Source candidates via job portals, consultants, ads, referrals, and networking.
- Maintain and update recruitment and selection records.
- Lead campus recruitment initiatives, including presentations, assessments, interviews, and post-selection engagement.
- Conduct screening, evaluations, and preliminary interviews.
- Coordinate final interviews with functional heads.
- Oversee background checks, compensation proposals, salary negotiations, and offer management.

JOINING FORMALITIES & INDUCTION

- Managed end-to-end joining formalities including appointment letters, ID cards, biometric enrollment, and issuance of company layout and employee handbook.
- Processed new hire documentation covering benefits, leave, and payroll in full compliance with legal and regulatory requirements.
- Conducted induction programs on company overview, cross-cultural alignment, and goal setting through presentations and training sessions.
- Facilitated introductions with functional heads and ensured smooth cultural and functional integration of new hires.
- Prepared welcome communications and maintained employee personal records.

TIME OFFICE MANAGEMENT

- Managed employee attendance through time management systems and generated payroll reports.
- Coordinated with Finance and IT for monthly payroll, updating records for new hires, separations, leave, compensatory offs, and salary advances.
- Maintained and processed leave records and annual allocations using software/Excel.
- Prepared branch-specific holiday lists.
- Calculated arrears for union workers during settlement periods.

PAYROLL PROCESSING

- Calculated salaries, overtime, arrears, and issued salary slips.
- Coordinated with the bank to ensure timely salary credits.
- Prepared payroll using Smartpay, Easy HR, and Excel, generating salary statements based on working days and paid leaves.
- Transitioned payroll systems from Excel to automated platforms like Smartpay and Easy HR.

TRAINING

- Identified training needs through competency mapping, performance appraisals, and discussions with department heads.
- Developed and maintained the annual training calendar.
- Nominated employees for external training programs, conferences, etc.
- Collected and analyzed training feedback.
- Maintained individual employee training records.

PERFORMANCE & CONFIRMATION APPRAISALS

- Tracked probation periods through assessments and ensured timely confirmation for all employees.
- Managed the quarterly/yearly appraisal process across all levels.
- Planned and executed performance appraisals, collaborating with managers on reviews with bell curve.
- Designed objective rating metrics for appraisal forms and the online e-HRMS portal.
- Projected manpower needs and planned for potential attrition post-appraisal.
- Integrated appraisals into salary processing and distributed appraisal letters.

IMS, ECOVADIS & Customer Audits

- Ensured compliance with IMS requirements in systems and processes.
- Designed and prepared HR policies and documents in line with IMS standards.
- Established office/factory setups according to IMS standards, including fire exits, extinguishers, first aid kits, DG licenses, and waste management.
- Led the Ecovadis audit process.

STATUTORY COMPLIANCE:

- Processed online EPF monthly challans, returns, and annual filings.
- Issued PF account statements and distributed UAN numbers to employees.
- Uploaded KYC details of PF members online.
- Prepared and verified monthly ESI forms and challans, and generated insurance numbers for new employees.
- Completed Form-F (gratuity nomination & family declaration) for all employees.
- Managed Medclaim and accident insurance for employees.
- Assisted employees with claim intimation and settlement.
- Updated addition/deletion lists monthly/yearly.
- Handled policy renewal, obtained quotes from brokers, and coordinated with management to finalize the policy.

EXIT FORMALITIES

- Coordinating and conducting the exit interviews for all leaving employees.
- Collecting clearance sheets from the departmental head / branches.

- Preparing F&F sheets & sending them to the resigned associates.
- Handling queries related to F&F & Escalating issues pertaining to F&F where ever required.
- Issuing Experience, Relieving letter, Termination letters, Transfer letters.

EMPLOYEE RELATIONSHIP MANAGEMENT:

- Counsel employees, handle grievances and conflicts to correct inter-personal and or systemic issues
- Maintain cordial work culture to minimize employee turnover
- Designed and implemented Employee Suggestion scheme & arranged periodical satisfaction surveys to improve employee involvement

INDUSTRIAL RELATIONS MANAGEMENT

- Negotiated and completed 6 union settlements for 2 unions
- Have managed union & management disputes without any strike lockout in psat 10 years

PROFESSIONAL ACHIEVEMENT

- Awarded as “**Outstanding Employee of the Year**” for the year 2023-24
- Got four promotions in kairav chemofarbe instrustries limited
- Active participation in discussion of long term settlement (LTS) with union, peacefull & successful settlement with workers
- Successfully implemented HRIS into the orgnisation
- Tactfully managed balance between diverse workforce of blue collared & white collared employees
- Handled labour-related issues arising out of plant fire, formation of union etc.

CAREER HISTORY

Company Name	Designation	Reporting To	Reportees	Duration
Kairav Chemofarbe Ind Ltd	Sr. Manager – HR & Admin	Managing Director	5	Since Mar 2015
People Interactive Pvt Ltd	HR Executive	Recruitment manager	2	May 2014 – Mar-2015
SGS India Pvt. Ltd	HR Executive	Recruitment Manager	0	May 2013 – May 2014 (Contract)
Vishvas Management Services	Sr. Executive	Proprietor	0	Sept 2010 – May 2013

EDUCATION DETAILS

- **Secondary School Certificate (SSC):** First Class, 2005
- **Higher Secondary Certificate (HSC):** First Class, 2007
- **Bachelor of Management Studies (BMS):** First Class, 2010
- **Diploma in Human Resources:** A+ Grade
- **Pursuing LLB (Bachelor of Laws)**