

Pallavi Rane

A Human Resources Leader with 15 years of experience working in Multinational and Multi-Cultural environment as Generalist and Corporate HR profile. Handling all facets of HR with MNCs. Sound exposure in Talent Acquisition, Leadership & Executive Hiring, Volume Hiring, Employee Life Cycle, Talent Management, Employee Engagement, PMS, and Learning & Development. Closely worked with business leaders. Work closely with Printing & Packaging, Pharmaceutical Industry, also work with Various BMC projects for their Healthcare division. and was responsible for setting-up complete HR function as well as creating HR team to respond to business growth.

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SKILLS



Roles & Responsibilities

Talent Acquisition

- Responsible for end to end hiring process for PAN India Business Units screening, negotiating with candidates, and hiring them as per company's guidelines. Majorly worked upon, **3D Modeler, CGI**

Supervisor, Artist, Retouchers profile. A complete new team of 150 employees hired for 3D – CGI department.

- Strengthening Talent Acquisition capability for India.
- Develop recruitment sourcing strategy including direct sourcing, agency usage, Employee Referral Programs, Internal Job Posting, leveraging social media etc.
- Active participation in Campus Recruitment
- Candidate on boarding and induction

Performance Management

- Practicing PMS process, policies & promotion guidelines
- Coordinating with the employees and managers regarding PMS process, based KPAs and KPIs.
- Ensuring the Objective/Goal Setting process completion for entire organization
- Half yearly review of performance of employees, tracking nonperformers monthly.

Workforce Planning and HR Budgeting

- Discuss Strategic Workforce Plans with the Functional Heads and forecast hiring needs.
- Carry out the annual HR Budgeting exercise and get the same approved by the Managing Director
- Implement Performance Plan and monitor sales performance against budgets.

WORK EXPERIENCE

Head – HR

Comart Group of Companies – Mumbai *(Sep 2021 – Till Today)*

Assistant Manager – HR

Alia Group's Brand World – Mumbai *(May 2018 – July 2020)*

Assistant Manager – HR

Comart Lithographers Mumbai *(March 2013 to April 2018)*

HR Executive

Ascender Pvt LTD *(November 2011 to March 2013)*

HR Executive and Admin

MDACS (WHO – BMC Project) *(August 2007 to May 2011)*

HR Policies and Processes

- Formulation and execution of policies on company level with regards to discipline, work hygiene and prevention of sexual harassment
- Update policies periodically as per Management's requirement.
- Develop/design employee Policy handbook.
- Preparing Organogram/Organization charts for Department as per Management's requirement

ERP, ULTI PRO, SPIN, HGS Payroll – HRSM

- Detailed functional and operational knowledge of Travel, Time management, in HRMS
- Administer, manage, and update employee master payroll and HRSM for new joiners and update the master as per the organizational changes.
- Managing Organogram on periodic basis as per management's approval

Training and Development

- Identifying training needs based on the performance assessments of the employees and department requirement.
- Analysing Skill Gaps for "Training Need Identification" by coordinating with HODs and employees to understand the training needs.
- Maintain & execute training calendar.

Employee Engagement

- Facilitate open communication in the organization, town hall, Questioner forum.
- Employees to write their own job description.
- Rewards and recognition.

ACADEMIC QUALIFICATION

- MBA HR – Mumbai University
- BSc. Chemistry – Mumbai University
- DMLT – SIES Institute of Management Studies

HR and ISO Audits

- Facing ISO and HR Auditors and making sure that the SOP's and the processes for HR are followed and implemented within HR.

COMPUTE SKILLS

- Diploma in Office Automation & Graphics
 - Dos, Windows, MS-Office, Ms-Word, Ms-Excel
 - Page Maker, Coral Draw, Photoshop,
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