

Lisa Baretto

SENIOR HUMAN RESOURCE MANAGER

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Summary

Senior Human Resource Manager with over **15 years** of diverse experience across multiple industries. Skilled in **Benefits Administration, HR Practices, and Vendor Selection**, leveraging **leadership, communication, and adaptability** to enhance organizational efficiency. Successfully partnered with senior leadership to implement an organizational health survey and engagement action plan, fostering a culture of employee engagement. Developed and maintained HR metrics, facilitating data-driven decision-making that improved retention rates by over **20%**.

Work Experience

SENIOR HUMAN RESOURCE MANAGER

APR 2024 - Present

Champion Specialty Chemicals Pvt. Ltd. Part of Singhania Group)

- Partnered with the senior leadership team to deploy organizational health survey and resulting engagement action plan.
 - Provided high-level support to the leadership and employees as an HR Manager.
 - Worked collaboratively with the staff to provide professional human resources support in a variety of areas including, but not limited to: employee relations & recognition, leadership development, talent acquisition, employee engagement.
 - Worked with managers and supervisors in response to complaints and employee issues including investigation of such complaints & issues and provide guidance on necessary improvement or actions plans.
 - Assisted in the development, documentation, and recommendation of continuous improvement of HR processes, procedures.
 - Conducted New Hire Orientations.
 - Partnered with all levels of management to deliver performance management, employee reviews, talent acquisition, total rewards programs, compensation recommendations, promotions, and employee relations issues.
 - Dedicated problem solver able to quickly learn and adapt to fast paced, changing environments.
- Follow-up with employees to declare Tax at the start of financial year, documents submission towards last quarter, and follow-up on uploading in software and complete the process to avoid heavy deductions.

HUMAN RESOURCE MANAGER

NOV 2019 - MAR 2024

Champion Commercial Co. Ltd

- Responsible for the overall administration of the Human Resources program and reports directly to the MD & CEO.
- Experience of HR payroll systems Human Resources Information Software, HRIS / HRMS.
- Successful HRMS software- Start to completion.
- Conduct performance evaluations and provide feedback to employees.
- Develop and implement HR policies and procedures.
- Manage employee relations and resolve conflicts.
- Oversee recruitment and hiring processes.
- Develop and deliver training programs for employees.
- Manage employee benefits and compensation packages.
- Ensure compliance with labor laws and regulations.
- Conduct investigations into employee complaints or misconduct.
- Develop and maintain HR metrics and analytics.
- Collaborate with other departments to align HR strategies with business goals.
- Trained team to conduct the HR operation smoothly.
- Was made Employee of the Month for successful completion of HRMS software.
- Was appreciated for timely work within deadline and was recommended for increment by Boss.

SENIOR HUMAN RESOURCE EXECUTIVE

OCT 2014 - NOV 2019

Cyberindigo Net Pvt. Ltd.

- Maintaining of Asset registers and keeping records of assets and inventory & asset coding.
- Managing employee relations (including conflict resolution).
- Employee performance management (through addressing needs, improving the work environment etc.).
- Employee onboarding procedure.
- Conducted new hire orientation.
- Processed terminations, leave of absence requests, promotions and Exit process.
- Client relations / customer service skills (both for resolving workplace problems and improving employee interactions with clients).
- Project management.
- Workers compensation (especially related to workplace incidents).
- Managed HRIS and compiled reports from database.
- Assisted/reviewed with Managers on employee relations verbal/written.
- Was appreciated from MD for recruiting bulk quality candidates and completing their onboarding process.
- Organised employee engagement quarterly which increased in retaining employees.

HR EXECUTIVE

FEB 2014 - NOV 2014

Amal Infosystem Pvt. Ltd.

- Design and update job descriptions.
- Source potential candidates from various online channels (e.g. social media and professional platforms).
- Craft recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms.
- Interview candidates (via phone, video and in-person).
- Provide shortlists of qualified candidates to hiring managers.
- Send job offer emails and answer queries about compensation and benefits.
- Participate in job fairs and host in-house recruitment events.
- Act as a consultant to new hires and help them on-board.
- Appreciation from Reporting Head for completing target.

HR EXECUTIVE

OCT 2012 - MAY 2013

Neogen Chemicals Pvt. Ltd.

- Maintaining of Asset registers and keeping records of assets and inventory & asset coding.
- Managing employee relations (including conflict resolution).
- Employee performance management (through addressing needs, improving the work environment etc.).
- Conducted new hire orientation.
- Processed terminations, leave of absence requests, promotions and Exit process.
- Project management.
- Workers compensation (especially related to workplace incidents).
- Managed HRIS and compiled reports from database.
- Assisted/reviewed with Managers on employee relations verbal/written.
- Appreciation from Seniors for organising events in Company.

SECRETARY

SEP 2010 - MAR 2012

Raymonds Ring Plus Aqua Ltd.

- Maintaining diaries and arranging appointments.
- Organising and servicing meetings (producing agendas and taking minutes).
- File and update contact information of employees, customers, suppliers and external partners
- Support and facilitate the completion of regular reports
- Develop and maintain a filing system
- Check frequently the levels of office supplies and place appropriate orders
- Make travel arrangements

COUNSELLOR /ADMIN EXECUTIVE

JUL 2008 - AUG 2010

Mahesh Tutorials Mt. Educare Co. Ltd.)

- Manage office supplies and equipment, including ordering and restocking.
- Plan and coordinated events, meetings, and conferences.
- Works closely with high-level executives, providing administrative support, coordinating travel arrangements.

Education

MBA in Business Administration 2011 - 2013
Welingkar Institute of Management Development and Research

B.A from Distance Education 1999 - 2002
University of Mumbai

XII Maharashtra board 1996 - 1997
State Board

X 1994 - 1995
Maharashtra State Board

Skills

Human Resources

Benefits Administration | HR Practices | Vendor Selection | Regulatory Compliance | Employee Relations |
Leave Management | Management Training | Background Verification | Record Retention | Compliance File |
Staff Recruitment & Retention | HR Policy & Procedure | Termination & Exit Interviews |
Corporate onboarding program | Payroll |

Achievements

Achievements in Current Company.

- Was made Employee of the Month for successful completion of HRMS software.
- Was appreciated for timely work within deadline and was recommended for increment by Boss.
- Was appreciated from MD for recruiting bulk quality candidates and completing their on-boarding process.
- Organised employee engagement quarterly which increased in retaining employees.

Language

English	Hindi	Marathi
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Personal Details

Date of Birth: 27th April 1978	Start Date - End Date
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Current CTC 11,30,400 Annually)
Expected CTC 30% hike
Notice Period: 60 Days