



Ms Jyoti Waghela

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Sec -21 , Khandeshwar – Navi Mumbai - 410209

Current Experience:

HR Manager – Labindia Analytical Instruments Pvt Ltd – Apr 2022 to till the date



Skills:

Personal Skill Set :

Presentation Skill
Communication Skill
Negotiation Skill
People Skill
Leadership Skill
Decision Making Skill

Professional Skill Set:

Recruitments, Selection and on boarding
Training & Development:
Workplace Safety
HR Strategies & Policies
Employee Grievances Handling
Attendance Monitoring & Payroll
Employee Engagement activities
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About the Company:

Labindia Analytical is leading **Manufacturer, Exporter and Distributor** for more than 40 years, led by a group of committed and visionary technocrats, engineers and professionals.

Turn Over = **400 Cr**

Staff Strength = **350 + On Roll, 30+ Contract Labours + 3 Vendors** for Outsourced employees
Branches = Mahape (Production), Rabale (R & D Centre), Thane (Sales Office)

Regional Branches = Pune, Baroda, Hyderabad, Chennai, Lucknow, Kolkata, Chandigarh, Delhi, Goa, Guwahati

Reporting to: **Executive Director** – Mr Sameer Bapat – 2nd Generation Employer

Roles & Responsibilities:

- Recruitments, Shortlisting and Selection of candidates for Technical & Non-technical post PAN India.
- Full knowledge of NAUKRI AND INDEED job portals
- Onboarding and Off Boarding of Employees (Employee Life Cycle)
- Preparing offer letter / Appointment letters /Confirmation letters /Increment letters /Relieving letters /Experience letters
- Biomatrix configuration in ESSL of employees @Local Factories
- Transport facilities provision for all employees for Local Factories
- Bank account opening of new joiners – AXIS bank

- Coordination with IT teams for mail id making IT assets proving
- All employees Master data preparation and maintenance (Hardcopy & Softcopy)
- Adding and Deleting employees in Health insurance and Mediclaim and EDLI policy.
- Handling HRM tread software for all employees ATTENDANCE AND LEAVEs
- Employee Training and Development Chart Preparation & Monitoring
- HR policies Making
- Employee Engagement activities (Sales Meet arrangement, Picnic Arrangement, Festivals Celebrations, Birthday and Work Anniversary Celebration, Farewell Arrangements ETC).
- All statutory related work doing (UAN generation, activation, PF claim settlement, ESIC registration, Addition deletion of members in ESIC id card, E-Nomination in PF, KYC updating)
- Vendor coordination - (Bank a/c opening, ID making, Uniform stitching, Transportation, Celebration arrangement)
- Preparing Salary inputs -Payroll Software - HRM Thread
- Preparing FNF for separated employees and Coordinating to Payroll team for Processing
- Coordination with Local /Regional PT / PF Consultants
- PF, ESIC, BONUS and Gratuity calculation and processing it with accounts team of all team members.

Handling other companies under LABINDIA roof

- 1) LEPL – Labindia Equipment's PVT LTD
- 2) Shrikanchan Hotels

Initiative Taken:

Enhanced Appraisal System

Upgraded Company policy for Leave Encashment





Started Induction Programs – PAN India

Added New HR Processes

Arranged Training Sessions under – Share & Care and Learning & Developing Programs

Added Employee Engagement Programs – Picnic, Celebration of National Days, Sports Day

Past Experiences:

HR & Admin Manager -Sohm Analytical Service (I) Pvt Ltd – Feb 2021 to Apr 2022	
HR Trainer - Pinnacle Educare (IIPC) – Dec 2020 to June 2021 (WFH – Covid Time)	
Sr HR Recruiter: Council of Education and Development Programmes (Sep 2019 to July 2020 -Covid Time)	
HR and Trainer: Jetking Infotrain Ltd July 2017 to Sep 2019 & July 2006 to Nov 2010	

Achievements :

- 1) Recently got **3rd Prize** for Presenting Summary of Atomic Habit (James Clear) at LAIPL – Aug 24
- 2) Achieved Award of **Most Approachable Employee** in Feb 2022 in Sohм Analytical Services (I) PVT LTD.
- 3) **Class Topper** of EMBA – HR course in ITM Business School batch 2021.
- 4) Achieved Award of **Best Employee** Jetking Infotrain Ltd in Oct 2017.

Education:

- Pursuing **MA** from IGNOU -**July 2024 Session** -Specialization Industrial Organization Psychology
- **TYBA** – Psychology as Major Subject in Year 2023 with **8.65 CGPA (IDOL -MU)**
- **EMBA-HR** from in the year 2021 with **79%. - (ITM - Kharghar)**
- **AMIE** (Equivalent to BE) in Electronics & Telecommunication in year Sep 2018 with **CGPA 7.25 (IEI -Kolkata)**
- **Post Diploma** in Satellite Communication in the year 2001 with **69%. (Govt Polytechnic - Bandra)**
- **Diploma** in Electronics & Telecommunication in year 2000 with **65%. (VESP Chembur)**
- **SSC** in the year 1997 with **70%. (SVVV Sion)**

Personal Details:

DOB: **3rd Aug 82**

Marital Status: **Married**

Languages Known: **English, Marathi, Hindi, Gujarati**

Hobbies : **Yoga , Motivational Book Reading , Numerology Reading,**



Sign:

Place: Mumbai

Date: 5th Feb 2025