

# PRANJAALI D

## TALENT ACQUISITION SPECIALIST HR GENERALIST

### CONTACT



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<https://www.linkedin.com>



Ahmedabad, Gujarat

### SKILLS

- Team Management
- Service-focused
- Target Oriented
- Personal Development
- Leadership
- Communication
- Time Management
- Problem Solving
- Adaptability
- Motivation
- Career-focused
- Collaborative learner
- Project Management
- Administrative Skills
- Presentation skills

### TECHNICAL SKILLS

- HRMS Software -
  - MyCo
  - NWay ERP
  - SumHR
  - Zoho
  - Quickbook
- Social Media Platform
- Talent Acquisition Software
  - Naukri,
  - LinkedIn
  - Foundit
  - Indeed
- Microsoft Office

### CORE COMPETENCIES

- Talent Acquisition IT & Non IT
- Employer Branding
- Payroll & HR Compliance (EPFO, ESIC, PT)
- HR Analytics & Reporting
- Employee Engagement & Retention
- Policy Development & Performance Management
- Leadership & Team Development
- HR Digital Transformation

### PROFILE

Results-driven HR professional with 9+ years of experience across IT, Finance, Apparel, and Manufacturing sectors. Skilled in payroll management, recruitment, employee engagement, compliance, and HR policy development. Proven ability to streamline HR operations, drive digital adoption, and implement strategies that enhance employee satisfaction and organizational performance.

### WORK EXPERIENCE

#### Talent Acquisition Specialist & Sr HR Generalist

Dinjan Group, Ahmedabad

Jan 2025 to till Present

- Oversaw comprehensive HR operations for Dinjan Groups across multiple sectors, including Apparel (Dinjan Apparel), Fashion (Dinjan Brands), Finance (Tred+), IT (Dinjan Infotech & Dinjan Technology), and Yarn/Polyester (Dinjan Yarn).
- Delivered proactive recruitment support to meet staffing needs.
- Cultivated ongoing relationships with employment agencies to ensure the selection of highly qualified candidates.
- Managed the entire recruitment process for both IT and Non-IT positions.
- Built strong recruitment pipelines, cutting time-to-hire by 30%.
- Experienced in utilizing recruitment platforms such as Naukri, Foundit, LinkedIn, and Indeed.
- Identified opportunities for improving HR policies and procedures.
- Prepared termination and severance documentation.
- Trained and supported HR team members to enhance departmental efficiency.
- Developed and implemented effective recruiting strategies to attract top talent.
- Responsible for overseeing the monthly payroll process.
- Developed HR policies, resolved conflicts, and executed disciplinary actions as necessary.
- Managed statutory compliance and addressed grievances related to EPFO, ESIC, and PT filings.
- Implemented and managed employee policies effectively and build strong ER.
- Provided high-quality guidance and support to management regarding daily employee relations and performance management issues.
- Assisted the HR department in executing programs aimed at enhancing the employee experience.
- Maintained attendance records, managed leave processes, and coordinated final settlement and leave encashment during internal audits.
- Conducted orientation and onboarding sessions for new employees.
- Maintained employee records while ensuring compliance with legal requirements.
- Managed employee life cycle data effectively.
- Promoted employee engagement through training and development initiatives.

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## TALENT ACQUISITION SPECIALIST HR GENERALIST

### CERTIFICATES

- International Payroll Fundamental – Deel Global Software – 2025
- Prevention of Sexual Harassment (POSH) – NSDC – 2025
- Naukri Maestro Recruiter Program – Foundation Level Certification – Naukari.Com – 2025
- AI in HR – Keka – 2025
- Quickbook Online Payroll – Class Center – 2023
- Human Resources Management – ELC eLearning College – 2022
- Administrative Skills – eLearning College – 2022
- HR Recruitment – Oxford Home Study College – 2021
- HR REMEDY INDIA – HR Operations – Payroll Training – 2021

### EDUCATION

- M.LIB and I.SC – 2012  
First Class  
Pune University, Maharashtra
- B.LIB and I.SC – 2011  
First Class with Distinction  
Tilak Maharashtra University, Maharashtra
- Bachelor of Arts – 2010  
First Class with Distinction  
Pune University, Maharashtra
- Higher Secondary School Certificate. – 2007  
First Class with Distinction  
Pune Board, Maharashtra
- Secondary School Certificate – 2005  
First Class  
Pune Board, Maharashtra

### KNOWN LANGUAGES

- English
- Hindi
- Gujarati

### HOBBIES

- Writing
- Crafting
- Gardening
- Cooking

### HR Associate

Pure Bite Pet Food Pvt Ltd., Pune

Aug. 2022 to Sept 2024

- Responsible for handling the monthly Payroll Process and maintaining essential staff records for statutory submission and for Management Information
- Attendance records and MIS management system
- Sourcing CVs / candidates from different job portals and job posting on Portals / social networking sites
- reviewing resumes, taking screening round interview and End to End Coordination with Candidate & Interviewer
- Conducting new employee orientation and onboarding.
- Maintaining employee records and ensuring compliance with legal requirements.
- Assisting with performance management and employee relations issues
- Preparing various reports as per the management requirement
- Coordinating employee training and development programs to enhance the skills and knowledge of employees.
- Leave and Attendance Management System
- Pre and post joining documentation, Employee Life cycle data management

### HR Admin

Mcodevity Business Pvt Ltd

Dec. 2020 to July 2022

- Responsible for handling the monthly Payroll Process and maintaining essential staff records for statutory submission and for Management Information
- Attendance and Leave Management system
- Sourcing CVs / candidates from different job portals and job posting on Portals / social networking sites
- Conducting new employee orientation and onboarding.
- Maintaining employee records and ensuring compliance with legal requirements.
- Pre and post joining documentation, Employee Life cycle data management

### Admin Sales Coordinator

Ward Wizard Solutions I Pvt Ltd., Pune

June 2018 to Nov. 2020

- Utilize company resources to develop a filing system that keeps all active sales files available digitally and in hard copy format.
- Lead Generation and Generate sales reports
- Supported office staff, Sales by organizing company events, meetings, and scheduling.
- Coordinate and prepare various reports for accounts, HR department and Sales
- Sourcing CV's / Candidates from different job portals and job posting

### HR Administration

Legal World Association Pune

Apr 2013 to May 2018

- Handle all daily administrative operations
- Drafting Agreements
- Prepared Search and Title reports for Nationalize and Privet Banks
- Providing administrative and clerical support