






# PRACHI BOTKAR

## HUMAN RESOURCE BUSINESS PARTNER

+91-9766082287 

prachi.botkar@gmail.com 

Kharadi, Pune 

Achievement-driven HR professional with expertise in **Talent Acquisition, Manpower Planning, Induction & Onboarding, Employee Lifecycle (Hire to Retire), Employee Engagement, PMS, Learning & Development, HRIS, Payroll & Compliances, Contract Labour Management** | Seeking opportunities in **Pune**.



### PROFILE SUMMARY

- An accomplished HR professional offering more than **12 years'** experience in Talent Acquisition, Employee Lifecycle, L&D, PMS, HRIS, Payroll & Compliances, Contract Labour Management and Employee Relations across sectors such as Oil & Gas, Manufacturing, HR Consulting and Management Consulting (Mining, Power, Infrastructure & Investment Banking).
- **Manpower Planning & HR Budgeting**, Talent Acquisition, Management & Development, Induction & On-boarding.
- **Performance Management System** including rolling out KRA and Goal Setting exercise across Pune (12 locations).
- Comprehensive knowledge of the entire **Employee Lifecycle (Hire to Retire)** stages, starting from preparation & issuance of Appointment Letter till smooth Employee Separation and Full & Final Settlement, Employee Engagement & Retention, Leave & Attendance Management, CSR Activities
- **Payroll & Statutory Compliances, Benchmarking Study**, Internal & External Audits, IMS & ISO Audits
- Gained experience in developing **HR Policies, Processes and SOPs** in-line with current labour & employment laws.
- Accountable for HR initiatives as AM - HR at Torrent Gas Ltd. including Recruitment, Talent Management, Succession Planning, Learning and Development, Performance Management and Employee Engagement.
- Expertise in managing more than 50 Contractors & 2000+ contract workers. Dealing with Central and State Labour department for applicable compliances of **Contract Labour Act**. Hands on experience of Labour laws and statutory compliances applicable to industries.
- Obtained **Factory Licenses** (New & Amendments). Managed various audits and inspections from government authorities. Responsible for adhering to all end-to-end compliances as per Factories Act.
- Specialized in **Industrial Relations** (IR) Compliance, Employee Grievance Management and Contractual Matters
- Played a pivotal role in implementation of **CLMS** (Contract Labour Management Software & PeopleStrong (**HRIS**) across Pune GA.
- Demonstrated expertise in developing HR Strategies, Implementing Policies, Wage Settlements, Legal Matters and Managing Stakeholder Relationships



### EDUCATION

**2013:** MBA (HR & Finance) (full-time) from RTM Nagpur University, Nagpur

**2010:** B.Sc. (Biochemistry, Botany, Chemistry) from RTM Nagpur University, Nagpur

**2007:** HSSC in General Science from MH Board

**2005:** SSC from MH Board



### CERTIFICATIONS

2023: Certified Internal Auditor for ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

2023: Advanced Excel

2019: Certified Master Trainer Facilitator (CMTF)

2010: MS-CIT, MS Office



### SOFT SKILLS

Analytical

Collaborator

Communicator

Go-Getter

Planner



## WORK EXPERIENCE

May'22 – Present with Torrent Gas Limited (formerly Torrent Gas Pune Ltd.), Pune as Assistant Manager – HR (HRBP)

### Key Result Areas:

- Driving implementation of Corporate HR strategy, Policies and processes, enhancing team and individual development, adeptly identifying concerns specific to GA-Line Managers and aligning strategies with organizational objectives.
- Acted as a Strategic Human Resource Business Partner and managing entire gamut of HR for Pune GA.
- Driving **Talent Acquisition** activities for Pune. Leading Campus Drives for multiple locations and head hunting for lateral positions.
- Conducting structured **Orientation & Onboarding Program** for new joiners.
- Designing Individual KRA & KPI's, Half yearly review mechanism and Annual Performance Appraisal (PMS) for Pune
- Contributing to preparation of **Skill & Competency Matrix, TNI and Training Calendar** including Technical and Behavioural trainings
- Directed key HR programs including benefits, compensation, staffing, employee engagement and regulatory compliance.
- Responsible for evaluating, analysing, supporting and maintaining the **Human Resources Information Systems (HRIS)**.
- Ensuring timely processing & disbursement of **Payroll, Annual Bonus, Quarterly Bonus, FFS, Gratuity and Superannuation**
- Ensuring smooth **Employee Separation** activities including Knowledge Transfer, Handover, Clearance and Final Settlements
- Administering preparation, timely updation and submission of **HR MIS to Corporate**
- Ensuring adherence to all **Statutory Compliances** pertaining to Shops & Establishment, Labour/Industrial/Factory laws, BOCW, Bonus, Gratuity & legal framework including:
  - Timely payment of Payroll compliances like PF, ESIC, PT.
  - Application for new Factory License, Filing of returns & renewal as per Factories Act, 1948
- Liaisoning with Government authorities of various Govt. departments as DISH, ALC, BOCW, PF, ESIC, PT etc.
- Played a pivotal role in shaping the **Contract Labour Management System Portal (CLMS)**. Conducting structured Awareness Sessions for Contractors on Labour Laws & CLMS portal.
- Administering the **Contract Labour (2000+)** through tracking attendance, monitoring statutory dues, HR Compliances and bill processing for Contractors and ensured compliance with labour laws and statutory regulations.

### Highlights:

- Successfully implemented **HRIS (Peoplestrong) in Pune** and transition of manual system to **Cloud based HR Automation**
- Achieved **100% HR Statutory & Legal Compliance of Third-Party Employees** by discussing, guiding, and cooperating for Compliances
- Successfully implemented Contract Labour Management System (CLMS) software across Pune GA.

19 – May'22 with Shapers India Pvt. Ltd., Pune as Sr. Officer – HR & Admin.

### Key Result Areas:

- Managing the **HR Generalist** and Admin. activities
- Accountable for timely processing of Payroll & Compliance remittances and disbursement of Annual Bonus, LTA, Service Award, Attendance Award, Gratuity, etc.
- Ensuring adherence to all **Statutory Compliances** pertaining to several labour/industrial/factory laws & legal framework by preparation & updation of Compliance Calendar, including:
  - Timely payment of salary related compliances like TDS, PF, ESIC, PT, MLWF
  - Filing of returns & renewal as per Factories Act, 1948 and Maharashtra Pollution Control Board (MPCB)
- Driving **Talent Acquisition function** through Human Resource Planning in collaboration with unit heads for different Functional & Operational verticals
- Designed & Conducted structured **Induction/ Orientation Program** for new joiners and enabling integration with their roles
- Rolling out **KRAs & KPIs, Goal Setting & PMS** cycle for India unit
- Prepared **Skill & Competency Matrix, TNI and Training Calendar** including need-based technical training and behavioural trainings and ensuring the scheduled is adhered to
- Administering the **Contract Labour Management** through tracking progress, monitoring statutory dues and bill processing for Contract Labour and for On-roll Trainees and Apprentices

- Dealing with various insurance companies for Group Insurance Policies/ Medclaim and effectively negotiating for best quotes
- Designing & implementing **Employee Engagement** calendar and driving execution of the same and additional CSR activities
- Administering preparation, timely updation and submission of **MIS** (Employee Master, Attrition, Recruitment, Salary and other Benefits, Employee Medical Insurance, Master Data)

#### Highlights:

- Owned the process & successfully **transformed the critical records** of the organization from Hard Copies to **Digital Records**
- Devised and implemented R&R programs, suggestion scheme, promotion scheme, CSR policy, leave policy and Covid policy
- Successfully **achieved reduction in HR cost** of the company by 10% by streamlining HR Operations
- Achieved **reduction in Employee Absenteeism by 15%** by counselling & creating a positive work culture
- Accomplished **decrease in Employee Attrition by 1%** by engaging with the employees and driving ownership & loyalty
- Designed & revised **Job Descriptions** across various levels by engaging with several employees to extract an accurate picture of the duties and skills required for each position

#### Jul'18 – Jun'19 with Fulcrum HR Services, Pune as Head - HR

##### Key Result Areas:

- Managed the setting up of the HR Team for the start-up
- Organized the training for the team for all HR Activities such as Talent Acquisition & Management, Employee Induction, Orientation & On-boarding
- Interfaced with the clients for new business opportunities
- Conducted Training Sessions & Processed payroll and compliance for the clients
- Steered Background Verification process for new joiners at the client's end

#### Feb'13 – Jun'18 with AXYKNO Capital Services Pvt. Ltd., Nagpur as Senior Manager - HR

##### Key Result Areas:

- Prepared and presented MIS to the management on entire gamut of HR operations, systems and programs
- Collaborated with senior management to create & amend HR policies and procedures, recruit employees, develop orientation, training and incentive programs. Managed payroll and compliances of entire group.
- Managed leave-of-absence programs and personnel records and performed exit interviews
- Administered HR Procedures and Management and workplace issues across key affairs in the organization
- Recruited resources for strategic entry into new business areas for revenue enhancement in line with the organization's mission and vision

#### Highlights:

- Structured and implemented programs and policies in the areas of Training, Compensation Structures, Benefits Packages, Incentives and New Employee Orientation (to include HR information and organizational procedures)
- Pivotal contribution in recruiting resources for strategic tenders within the stipulated timeline
- Successfully reduced Administration costs by 10% annually through introducing incentive program for cost savings
- Introduced the company's first Formal Performance Review Program with clear KRAs, KPIs and Metrics, thereby creating a flexible and well-received tool that was later adopted company-wide
- Recognized for resilient efforts as the driving force behind employee-retention rate; devised creative & cost-effective incentive and morale-boosting programs (including special events) that increased employee satisfaction and overall productivity
- Transitioned recruiting functions from outsourced to in-house to reduce dependence on outsourcing agents, thereby resulting in remarkable cost reduction and accurate resource selection and the organization's profitability



#### PERSONAL DETAILS

- **Date of Birth:** 4<sup>th</sup> August 1990
- **Marital Status:** Married
- **Languages Known:** English, Hindi & Marathi