

Veena Nikhil Bhagwat

Contact No: +919552596310

Email ID: veenabhagwat@yahoo.co.in

CAREER SUMMARY

An accomplished Human Resource professional having 12+ years of experience with a demonstrated history of working in the industry. Skilled in Talent Management, Leadership Development, Stakeholder Management, Employee Engagement, Employee Relations, Performance Management and so on.

Active contribution in implementation the Organization Training process for getting certified as a CMMI Level 3.

KEY SKILLS

Employee Relations	Succession Planning	Employee Engagement
Learning & Development	Compensation & Benefit	HR Operations
Employee Motivation & Retention	Performance Management System	Talent and Stakeholder Management
Payroll Management	Handling HRMS	Change Management
Statutory Compliance	Documentation	On boarding and Exit Formalities

INDUSTRIAL EXPOSURE

- InfraBeat Technologies Pvt Ltd., as a Head – Human Resource – Aug 21 till date
- Sysnik IT Solutions Pvt Ltd – Sr. Manager – Human Resource – Sept 2020 till Aug 21
- Celoxis Technologies Pvt Ltd – Assistant Manager – Human Resource – Aug 2018 till Nov 2019
- Sukrut Electric Company Pvt Ltd – Head – Human Resource -Oct 2017 till Aug 2018
- TechKnit IT Enabled Services Pvt Ltd., as a Deputy Manager – HR and Admin – Jul 14 till Oct 17
- Kirloskar Integrated Technologies Pvt Ltd., as a Sr. Office – Sales & Marketing – Jan 10 till Jul 14
- TechKnit IT Enabled Services Pvt Ltd., as an Officer – HR and Admin – Oct 07 till Nov 09
- Matrix Technologies Pvt Ltd., as Executive – HR – Nov 06 till Oct 07

OVERVIEW OF ROLES HANDLED

People Management:

- Planning the workforce requirement and staffing needs of the business.
- Orientations & induction of new employees.
- Formulating policies and communicating them to employees.
- Organizing and executing team building activities, annual events, birthdays, employee get-togethers, outings, and sports events to inculcate and increase sense of belonging among the employees.
- Identify leadership development (LDP) needs in the organization.
- Design and execute leadership development programs (LDP) for budding leaders like, team leads, managers, Program Managers, AVPs and so on.
- Driving the rewards and recognitions.
- Employee benefits administration – childbirth, marriage, insurance etc.
- HR budgeting.
- Employee counseling and conflict management.
- Resolving employee-related issues as a priority.
- To handle queries/issues with respect to interpretation of Policies and Practices of the Company promptly, ensuring no escalation of issues to the next level.
- Counseling employees' feedback to Management and creating an atmosphere where employees feel that no unjust has been done.
- Managing disciplinary cases with systematic investigations and due diligence.
- To be a single point for all HR functions/needs of Employees.
- HR helpdesk in terms of insurance, medical etc.

Learning and Development:

- Developing and implementing learning strategies and programs
- Designing courses, career plans, workshops and more
- Maintaining budgets and relationships with vendors and consultants.
- Organizing and executing team building activities, annual events, birthdays, employee get-togethers, outings, and sports events to inculcate and increase sense of belonging among the employees.
- Identify leadership development (LDP) needs in the organization.

Veena Nikhil Bhagwat

Contact No: +919552596310

Email ID: veenabhagwat@yahoo.co.in

- Design and execute leadership development programs (LDP) for budding leaders like, team leads, managers, Program Managers, AVPs and so on.
- Implemented Organization and Training process for **CMMI Level 3** at my current organization.

Employee Engagement/Relations:

- Enhance employee connections so that employee satisfaction is achieved.
- Support and advise employees on HR policy, ensure compliance with the company's policies.
- Ensuring prompt resolution of employee grievances to maintain cordial management - employee relations.
- Serve as an escalation point for employees and employee relations issues and provide guidance and intervention, as needed, to resolve employee's issues.

HR Operations:

- Conceptualization and Implementation of HR systems to facilitate smooth functioning in the business unit.
- Formulation of HR Policies and implementing them.
- Streamlining HR Processes viz., confirmation process, transfers & exit process. Conduct exit interviews for resigned employees and ensure that the details are captured in the system by the team for company records. Ensure smooth separation process for the employees on receipt of their resignations. Coordination with the F & F team for timely closure of employee separation process by issuing service certificates /Relieving Letter.
- Act as a single point of contact for all HR Operation related issues in BU to ensure completion of change request initiated by users.
- Educate employees on new benefit programs or policies.
- Processing payroll/salary for permanent & Contractual staff.

Performance Management (Appraisals):

- Conduct presentations for yearly appraisals educating employees about the Appraisal process and importance of the performance system.
- Handling promotions, up gradations, transfers, annual revisions.
- Addressing employees and managers enquiries regarding performance management and assisting managers during the formal review process. Main contact for all Performance Management Database questions/issues.
- Support performance feedback processes by providing guidance and training on giving and receiving feedback.
- Facilitating Performance Improvement plans for non-Performing members.
- Promotion & Career Advancement

Statutory Compliances:

- Completing statutory compliances for new joiners like PF application, transfer of PF, gratuity, ESIC, etc.
- Facilitating statutory compliances for resigned employees related to PF withdrawal, PF transfer, gratuity claim, etc.
- Taking care of HR related compliances like POSH, Mediclaim etc.

Compensation & Benefits:

- Involved in Re-structuring for certain designation in respect to the change in Key Result Areas.
- Designed dynamic Compensation Strategies, aligning culture and compensation, rewarding performance and leadership.
- Responsible for Payroll processing for the employees, the details include leave processing, Loss of Pay, new joiner details, separation details, referral amount processing, relocation bonus etc.
- Prepare and communicate all increment & incentive details to employees.
- Handling employee welfare and health insurance policies

Payroll Management:

- Collection of attendance data monthly, weekly.
- Handling the Leave Management System.
- Maintain and keep the record of employee database and documentation.

Veena Nikhil Bhagwat

Contact No: +919552596310

Email ID: veenabhagwat@yahoo.co.in

- Tracking of changes in payroll like any updates, new onboards, separations.
- Ensure documentation is done – onboarding formalities, declarations, Payouts, variables, or anything related to it.
- Statutory Compliance like – PF, ESIC, Gratuity, Income Tax, LWF and any other applicable deductions.
- Guiding employees for the benefits – PF, Medical Insurance, ESIC.
- Answer the queries related to payroll – compensation, benefits, taxation, insurance etc.
- Worked on payrolls like, Zoho people, GreythHR, Keka HR payroll.

Separation & Exits:

- Managing Exit formalities like issuing exit interview forms and clearance forms and arranging meetings with managers for counseling.
- Conduct exit interviews, co-ordinate for smooth off – boarding.
- Administering full and final settlement process and file closure
- Attrition analysis and reports

Trainings and Certifications:

- Certified CMMI Associate
- Business Communication and Etiquettes.
- Training attended on Soft Skills & Personality Development
- ERP (Oracle & SAP) training related to Sales & Marketing
- Industrial Safety – MCCIA
- Role of HR in downturn, HR Leadership, Self – Leadership and Teamwork - MCCIA
- Attended various HR forums organized by MCCIA.

Qualifications:

- Commerce graduate from Pune University
- Master of Business Administration

PERSONAL DETAILS

Date of Birth	:	June 13, 1980
Marital Status	:	Married
Current Location	:	Pune
Preferred Location	:	Pune
Languages Known	:	English, Marathi, and Hindi
