

Sharmila Surve

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EXECUTIVE SUMMARY

- Significant experience of over 10+ years of HR eventful career studded with professional brilliance in leading an entire gamut of functions involved in HR processes, with a major focus on Talent management, Payroll, Employee engagement, Compensation & Benefits, Contract Labor Management, and managing complete Employee life cycle. Having worked for PAN India
- **CORE COMPETENCIES**
 - Payroll Management
 - Contract & Agreement preparation
 - Employee Onboarding
 - Compensation and Benefit
 - Performance Management
 - Social compliance Audit
 - Annual Budget Finalization
 - Statutory Compliance
 - Grievance Handling
 - Organization Development
 - Monthly MIS Report
 - Talent Acquisition
 - Legal Compliance
 - Training and Development
 - Employee Engagement
 - Data Analyses

Walko Food Company Pvt. Ltd. Pune

Team Lead-HR & Admin

September 2021 to till date

Responsibilities: Managing the entire HR functions for all the business units in India, and 2000+ employees.

- Leading the HR agenda across PAN India with the help of 4 team members.
- Ensuring strong connections with the business units and being an enabler to help achieve organizational objectives
- Drive operational excellence through improvements in critical people processes and identify opportunities to create customer (employee)delight
- Ensuring effective stakeholder management and advisory to business stakeholders. Benchmark Against the best practices, identify gaps and implement innovative & sustainable processes and technology.
- Managing the HR business partnering by ensuring timely resolution of queries and adherence to TAT Of the HR process
- Understanding complex business scenarios through rigorous branch visits and employee connects.
- Defining and executing the HR strategy for the department and developing HR MIS reports.
- Resolving DC cases and employee grievances amicably.
- Providing recommendations for role elevations, promotions, and transfers.
- Responsible for vendor management and vendor evaluation.
- Manpower planning & Talent acquisition for off-roll and on-roll employees.

Patange Industries, Pune

HR Executive – HRBP

April 2019 to August 2021

Maico Ventilation Pvt Ltd, Pune

HR & Admin Executive

December 2015 to November 2018

Parasrampuria Engineers, Mumbai

HR & Admin Executive

March 2013 to October 2015

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Payroll Management-

- Single-handedly handled payroll processing for around 2000+ employees.
- Maintain payroll records, including employee information and deductions.
- Respond to employee inquiries regarding payroll-related issues.
- Prepare payroll reports for management review and audit purposes.

Compensation & Benefits:

- Prepare yearly Manpower cost Budget, MIS, and Dashboards.
- Tracking of Compensation and Peer parity of existing employees & newly hired employees.
- Employee insurance renewal and data maintenance
- Gratuity Policy renewal with Govt. agencies
- State Wise Leave Encashment reports.
- Update minimum wages from time to time for all states of India.
- Performance Management

Projects Handled:

- Successful implementation of Flexi Compensation Plan for Tax Savings.
- Support in Grading and Banding Project
- Corporate NPS registration & Enrolment of employees.
- Designing various remuneration policies and HR Policies.
- Proactively implemented a Human Resource Management System (HRMS)(BIZOM) across the board.

Legal Compliances:

- Handled PAN Statutory Compliance, Monthly, Quarterly, Half Yearly, Yearly Retunes.
- Factory Plan approval, Online Factory license, Renewal of factory license, Factory, ASI return, and responsible for handling the HR side in the Merger process for the company.
- Liaisoning with the PF, ESIC, LWF, MPCB, Factory, and Labour offices for various employee claim settlements, submission of joint declaration forms, Claim forms 19, 10C.etc.

Recruitment:

- Handle Middle to higher lever position hiring from start to end.
- Performing pre and post-joining formalities.
- Making new joiners familiar with the company, Organization Structure, products, etc. through the Induction presentation Plan, organizing, and conducting the Induction Program.

Training & Development:

- Training needs identification & preparation of training plans.
- Preparing training plans for new & existing employees.
- Responsible for Developing T&D initiatives for improving productivity, building capability & quality enhancement for shop floor employees on core values.
- Identifying training needs across levels through mapping of skills required for positions and analysis of the existing level of competencies.
- Identification of each team by discussing with leaders, reviewing needs identified, and circulating the training calendar to all employees.

Employee Welfare & Relation-

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- Develop and implement employee welfare programs, including health and wellness initiatives, work-life balance programs, and community involvement activities.
- Manage the administration of employee benefits programs, ensuring they meet employee needs.
- Conduct regular employee satisfaction surveys and focus on identifying improvement areas in the work environment.

Retention Management:

- Analyze retention metrics and trends to identify areas for improvement and development.
- Increasing Employee Retention by counseling them.
- Provide coaching and support to managers and supervisors on effective retention strategies and best practices.
- Collaborate with departmental leaders to understand retention challenges and develop customized solutions.
- Monitor and track employee turnover rates, exit interviews, and other relevant data to assess the effectiveness of retention efforts.

Employee Engagement:

- Plan & schedule events accordingly.
- Develop an Employee Engagement committee.
- Organize and execute company-wide initiatives, such as team-building activities, workshops, Diwali Party Event (1500 people), and internal events.
- Collaborate with various departments to tailor engagement initiatives that meet the unique needs of different teams.

Contract Labor Management:

- Agreement with contractors.
- Monthly Contractor bills data preparation and maintenance.
- Responsible for Security of the company, Canteen Administration, Safety, housekeeping, Transport, Gardening
- Submit and reconcile expense reports.

Other Activities

- Extensively worked on Predictive Attrition Analysis
- Assist in compensation processes like annual salary planning, bonus planning, and incentive scheme development.
- Annual, monthly Presentation, ABP vs Actual Data analysis, and submitting reports to management.
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ACADEMICS

Course	Institute & University	Year of Passing
MBA-HR	Pune University	2019
Bachelor Of Commerce	Mumbai University	2013
H.S.C.	Maharashtra State Board	2010
S.S.C.	Maharashtra State Board	2008