

DEEPA. V. WANKHEDE

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DOB: 13th July 1986

Gender: Female

Nationality: Indian

Marital Status: Married

Current Location- Pune

Core Competencies:

HR Planning

- *Strategic HR Planning HR Processes
- *Partnering with BU Heads
- *HR Consulting
- *Employee Relations

Employee Management

- *Performance Management
- *Talent Acquisition
- *Employee Engagement
- * Rewards & Recognition

HR Operations

- *Level 3 HR grievances
- *co-ordination of statutory compliance
- *Compensation & Benefits

Certifications

HR Business Partner- 2023
|Skills Deck

HR Audit-2022 |Skill Deck
Rational emotive behavior therapy (REBT) -2022 |Skill Deck

PG Diploma- Industrial & Organizational psychology
– Appearing

12+ years as HR Generalist & Management

ORGANISATIONAL SCAN

Shro Systems Pvt Ltd. Pune

Sept 22 to till date.

As HR Manager: (Team Size 3)

- Engaged with business leaders in managing performance across the organization and steered the performance management process. Led the goal-setting process with business leaders and cascaded KRA & organizational strategy communication across cross-functions.
- Established HR operations for India including Payroll Management, Vendor Management, Statutory Compliance, gratuity; PF and ESIC query as per the company matrix. Set up the policy and coordinate in Insurance claims settlement.
- Execute Employee Satisfaction Surveys with 100% participation, analyze and describe results. Monitor the employee survey action plan.
- Identify training needs & trainer and analyze the training feedback to improve effectiveness.
- Monthly skip level meeting, HR connect with multiple regions (Mumbai; Kolkata; Vizag; Hyderabad & B'lore.to resolved issues & built transparency in organization.
- Demonstrate recruitment, attrition, and other HR dashboards.
- Entity visits for fulfilling compliance requirements & conflict management regarding employee.
- Provides guidance and input on business unit restructuring, workforce planning and succession planning.

Accoona Global, Pune

July 21 to Sept 22

As HR Manager:

- Plan and manage recruitment, Induction & conduct new employee orientation.
- Develop and implement human resources policies and procedures.
- Responsible for annual Performance review, implementation, and monitor performance management system.
- Administer employee discipline processes, handle employee grievances and disputes. Managing the external vendors.
- Maintain the human resource information system HRMS and employee database.

SLPL pharmaceuticals Pvt. Ltd.-

Sept 19 to July 21

As HR Manager:

- Manpower planning per head quarter and apply recruitment strategy and execute the recruitment process.
- Joining and documentation formalities for new recruits. Company induction and orientation program.
- Conducting employee rewards and recognition programs & employee engagement activity.
- Monthly employee engagement activities.
- Update leave and attendance record.
- Employee appraisal process.
- Handling employee grievances and managers conflict situation.

Technical Competencies:

- MS Office, office 365, Computerized Accounting.
- Power BI

MBA Internships:**Mahindra & Mahindra**

"Analysis of Employee Motivation"

"Study of Training & Development"

Educational Qualification

MBA (HR)—Nagpur University (RTM), 2012

Graduation (Biotechnology)- Nagpur University, 2010

Languages Known:

- Hindi
- English
- Marathi

Career Achievements:

Complete HR set Up - HR Policy and workflows.

Suggested change management as per organizational need.

Awards:

- **Best Employee - HR Award 2023 – Shro Systems**
- **Best Employee-Q3 2023**

Professional Consulting Inc., Minnesota, USA**Feb 2015-Aug 2019****As a Recruitment Executive (Freelancer):**

- Manage full-cycle recruitment for a host of assigned searches.
- Screen, schedule, conduct interviews, and process all prospective candidates.

Smart Cloud InfoTech Pvt. Ltd at Pune**Aug 2012-Sept****As HR Generalist:**

- Developing the HR plans and policies in conjunction with the company's overall development plan. End to end employee cycle.
- Overall responsibility of manpower planning and recruitments, induction programs for the new recruits.
- Conducting research to study the current compensation trends in the market and to work out the compensation plan and policies.
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Co-ordinating with finance department for processing of payments to employees.

Career Vision Kota at Nagpur**Jan 2008-June 2010****As HR Executive:**

- Coordinating in new hire recruitment, induction, and orientation process.
- Coordinating with trainers for value added programs.
- Collecting feedback & Provide feedback to the management to enhance better and cordial working environment.
- Creating various assessments related to Communication, Problem Solving and Self- development to gauge the level of students.

Declaration:

I declare that the above mentions are true to the best of my knowledge. I assure you that I will perform and perform my duties and responsibilities with full dedication and diligence.

Date:**Place:** PUNE**Deepa Wankhede**