

Sumit

S.Sonawane



Contact

Address:

Tirumala Shreenivasa

Apartment, Rajivnagar, Nashik

Phone:

+91 7020052754

Email:

sumitsonawane150@gmail.com

Certifications & Awards

- Got award & certificate of excellence in "Train The Trainer" Program.

Summary

I have been into this field for last 3+ years now; dealing with the generalist role. With the various knowledge gained from experience I would like to share it to my next organization. I am an enthusiast to learn new things. Currently working as a Regional HR having exposure of nearly 350 employees. Overseeing daily HR functions ensuring operational activities run efficiently and smoothly.

Skills

- Familiarity & understanding of the HRIS (Human Resource Information System) and its usage.
- Active listening skills.
- Ability to work as a part of a team.
- Organizational and management skills.
- Conflict-management and problem-solving abilities.
- Negotiation abilities in dealing with new recruits and payroll.
- Comfortable with the use of Microsoft Office applications.
- Knowledge of labor legislation.
- Leadership abilities.
- Stakeholder management.

Experience

- At Krsnaa Diagnostics Ltd: Regional HR since April 2023
 - Overseeing day to day operations of the HR functions and duties.
 - Dealing with end to end lifecycle of the employee.
 - Identify short-term and long-term hiring needs.
 - Define onboarding procedures in alignment with our company culture.
 - Conduct exit interviews to understand the reason for termination.
 - Statutory compliance (MLWF, POSH, ER1, MATERNITY, BONUS etc returns)
 - Ensure employees adhere to and comply with HR policies.
 - To oversee referral bonus program.
 - To address employees' requests and grievances in a timely manner.
 - Organize learning and development programs.
 - Counsel employees as required.
 - Implementation of performance management process.
 - Organize employee engagement activity for employees.
 - Ensure all HR operations adhere to legal standards.
 - Implement HR policies that promote a healthy work environment.
 - Monitor HR metrics (e.g. turnover rates, training actualization, attrition etc)

- Employee engagement, employee relations.
- Assist with payroll processing.
- Exposure of running payroll.
- Stakeholder management.

Experience

- At Apex Wellness Hospital: Sr. Executive HR Jan 21-April 23
 - To comply with NABH standards and objective elements.
 - Assist with day to day operations of the HR functions and duties.
 - Compile and update employee records (hard and soft copies).
 - Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
 - Deal with employee requests regarding human resources issues, rules, and regulations.
 - Payroll preparation by providing relevant data (absences, bonus, leaves, etc)
 - Experienced in PF, MLWF, ER1 filing.
 - Statutory compliances.
 - Communicate with public services when necessary.
 - Properly handle complaints and grievance procedures
 - Coordinate communication with candidates and schedule interviews
 - Conduct initial orientation to newly hired employees.

Education

- Professional certificate course in HRM and HR Analytics- (IIM, Kozhikode) – Pursuing
- MBA (Human Resource Management): KTHM, Nashik
- Master of Pharmacy (FY Pharmaceutics): MET'S Institute of Pharmacy
- Bachelor of Pharmacy: SSDJ College of Pharmacy, Savitribai Phule Pune University, Nashik

Courses

- C-DAC, MSCIT