

PARNITA SHUKLA

Senior HR Leader | Talent Management | compliance & Labour law | Strategic Growth

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A dynamic senior HR leader with 14+ year of comprehensive HR experience. Expert in driving business growth through innovative talent Management strategies and robust human resources capabilities.

EXPERIENCE

April 2023 TO Till date.

HEAD - HR

DENASA BUILDCON PVT LTD, PUNE, MAHARASHTRA

- Talent Acquisition.
- Compensation & benefit.
- Compliance with labour law.
- Resolving labour disputes
- HRMS.
- Change management.
- Reward and Recognition
- Employee engagement
- T & D
- Performance Management System
- POSH
- HR & Administration

SEPT 2022 TO MAR 2023

SENIOR MANAGER - HR

RCON PUNE PVT. LTD, PUNE, MAHARASHTRA

- **Talent Acquisition.** Recruitment planning, evaluating, monitoring, controlling, and rewarding employees according to their performance. Acquisition of key talent across the Company on pan India level and ensure strategic measure to retain talents by implementing competitive measures and talent development plans.
- **Payroll Management.** Generation of Attendance report from the greyt HR software. Doing Salary Process and providing data with respect to (loss of pay, Role change, transfers, shift allowances, & other allowances) to payroll on a monthly basis, in order to have the same deducted from employee's respective month's salary. Monthly Payroll Processing and Resolve Payroll Queries. Handle Salary Discrepancies and processing timely payroll details to account department. Full & Final Settlement of exit employees. Addition deletion list for GPA, Loan Application record & TDS related issues. Tracking the leaves of employees and handling leave encashment also. Handling Statutory Compliances (PT, PF & ESIC). Handling yearly bonus & increment of employee.

- **Statutory Compliance.** Effective coordination with site HR, site seniors (PM) for site related statutory compliances & other related activities, Timely Statutory compliances (ESI, PF, PT,LWF, maintaining track of labour PF/ESIC data monthly Basis), Effective coordination & rapport with external agencies (Labour Consultant, PF, ESIC, Labour Offices, Labour Court etc.), Maintain site wise check list & data base for statutory audits, Timely submission of all Challan & Yearly and Half Yearly Returns to Govt. bodies, Biometric registration updates, Online Leave Management module(web module), Ensure to get real-time data from all Bio Matric machines, connectivity of biometric, WC,GPA,CAR Policy timely co-ordination with Site HR & broker by proper tracking, Assistance in Leave & Payroll Management, Effective employee database management, Leave Management (Desktop Module) Greyt HR Payroll, PF Withdrawals, ESIC support to employees, Office Administration, Circulars.

OCT 2020 TO AUG 2022

MANAGER - HR

DENASA BUILDCON PVT LTD, PUNE, MAHARASHTRA

- **Talent Acquisition and Management.** Manpower budgeting and Recruitment planning, evaluating, monitoring, controlling. Acquisition of key talent across the Company on pan India level and ensure strategic measure to retain talents by implementing competitive measures and talent development plans.
- **Training & Development.** Determining training needs of employees, organize training programs and obtaining feedback.
- **Performance Management System.** Helped the HR Head in collating data for the PMS.
- **Payroll Management.** Helped team by generating data for payroll management.
- **Employee Welfare Activities:** Employee welfare &, their engagement activities through organizing various HR initiatives like Cultural Get-together, Games, Slogan Competition, Health check-up camps and lectures. Responsible for driving Employee Engagement Activities, Employee Relation and Satisfaction Surveys. Formulated an effective employee engagement strategy.
- **KRA/KPI.** Defining KRA, KPI creating Goal set for employees and Parameters.
- **Reward and Recognition.** Motivate the team members through recognition and rewards.

JUL 2018 – SEP 2020

ASST MANAGER - HR

SIDDHASHILA GROUP, PUNE, MAHARASHTRA

- Spearheaded all aspects of **HR, Operations and Business Development.** Accountable for framing KRA, KPI and Target for the entire Team.
- **Payroll Management.** Generation of Attendance report from the smart office software. Doing Salary Process and providing data with respect to (loss of pay, Role change, transfers, shift allowances, & other allowances) to payroll on a monthly basis, in order to have the same deducted from employee's respective month's salary. Monthly Payroll Processing and Resolve Payroll Queries. Handle Salary Discrepancies and processing timely payroll details to account department. Full & Final Settlement of exit employees. Tracking the leaves of employees and handling leave encashment also. Handling Statutory Compliances (PT, PF & ESIC). Handling yearly bonus & increment of employee.
- Responsible for preparing business **policies, SOPs, Documentations, Rules and Regulations** to ensure system based organization, process improvement and automation.
- **Performance Management System.** Helped the HR Head in collating data for the PMS.

- **Employee Welfare Activities:** Employee welfare &, their engagement activities through organizing various HR initiatives like Cultural Get-together, Games, Slogan Competition, Health check-up camps and lectures. Responsible for driving Employee Engagement Activities, Employee Relation and Satisfaction Surveys. Formulated an effective employee engagement strategy.

MAY 2014 – JUN 2018

HR/ADMIN EXECUTIVE

ROHAN BUILDERS INDIA PVT LTD

- **Talent Acquisition and Management.** Manpower Budgeting, Planning & Evaluating. Acquisition of key talent across the Company on pan India level and ensure strategic measure to retain talents by implementing competitive measures and talent development plans.
- **HR Policies, SOPs,** Documentations, Rules and Regulations to ensure system based organization, process improvement and automation.
- **Effective leadership** with excellent motivational skills to sustain growth momentum while motivating peak individual performances.

JUN 2013 – APR 2014

HR/ADMIN EXECUTIVE

ECS PVT LTD

- **Recruitment.** Handling end to end recruitment like manpower planning, Recruitment, selection, Induction training & maintain personal files records of employees. Used job boards to recruit sources like advertisement on Newspaper, Job Portal (Naukri, Times, Monster & LinkedIn) and Sourcing candidates from Placement Agencies / Internal. Short-listing of CVs. Maintaining a database for various positions. Conducting interviews. Calling for interview, written test, personal and technical interview (job knowledge evaluation), reference check, and finalization of salary and issuing of offer letter. Joining formalities and Issuing of Appointment Letters. Designing and administrating induction program / introduction of new entrants
- **Employee Relation:** Employee welfare &, their engagement activities through organizing various HR initiatives like Cultural Get-together, Games, Slogan Competition, Health check-up camps and lectures. Responsible for driving Employee Engagement Activities, Employee Relation and Satisfaction Surveys. Formulated an effective employee engagement strategy.

APR 2010 – MAY 2013

HR/ADMIN EXECUTIVE

KERAKOLL INDIA PVT LTD

- Handling Recruitment and Admin Work. Handling loan and advances. Develop and updating the records in excel sheet of company assets. Asset allocation to employees - Records of assets and stationary issued to employees, ID card, Mobile, SIM card, laptop etc. Handling housekeeping, & pantry maintenance. Coordinate and ensure all employees are equipped with IT facilities, Email IDs, ID cards, Business Cards, Stationery, Cabinets etc. Handling Vodafone corporate connection plan & internet connectivity for local use for employees. Handle all utility bills (i.e. electricity, telephone, mobile, water, etc). Handling Company's vehicles insurance renewal, vehicles servicing, claims and keep company vehicles files and excel sheet record also. Handling company's group employee's accidental and Health insurance renewal & claim. Keeping record of all critical assets and equipment are covered under AMCs and are kept in good working conditions.

EDUCATION

2011 – MA (ENGLISH LITERATURE) FROM D.B.S COLLEGE – KANPUR UNIVERSITY

2010 – MBA & PGDM FROM ASOM-PUNE

2006 - BA FROM MAHILA MAHA VIDYALAYA DEGREE COLLEGE – KANPUR UNIVERSITY

2003 - H.S.C FROM K.K GIRLS INTER COLLEGE

2001 - S.S.S FROM M.M.A INTER COLLEGE

WELL VERSED WITH MS OFFICE (WORD, EXCEL AND POWERPOINT), INTERNET APPLICATION & NETWORK

SKILLS

- Strategic Human resource leadership.
- Talent management & acquisitions.
- Organization Development.
- Compensation & benefit.
- Employee relation.

PERSONAL DETAILS

- Date of Birth : 06 Nov 1986.
- Present Address : Rajyog Society, Row house# I 5/8, Dhyari, Pune - 411041, Maharashtra
- Passport No :

Place : Pune

Date :

Parnita Shukla

