

ANAGHA KANDHARKAR

MBA (Human Resource)

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CAREER OBJECTIVE

Energetic and conversant HR professional with 5 years of experience in the field of all strategic Human Resource initiatives and HR functions.

I believe in contributing my skillsets to translate business vision into HR initiatives that improves performance, profitability, growth of the organisation & employer branding.

PROFILE SUMMARY

- ✓ Working as Manager HR(HRBP) at “Eteva Tech Consulting Pvt Ltd”.
- ✓ Proficient in the areas like **Organizational planning and development and Strategic HR change initiatives aligned with Organisational objectives.**
- ✓ **Collaboration with Business leader and leadership team** to optimize HR solutions.
- ✓ **Stakeholder management**
- ✓ **HR Advisory, HR Process management**
- ✓ **Employee Engagement**
- ✓ **Legal and compliance management**
- ✓ Formulation and implementation of **Performance management system**
- ✓ **Compensations & Benefits Planning**
- ✓ **Competency Mapping & matrix.**
- ✓ Statutory Compliance and **ICC member (POSH ACT)**
- ✓ **Policy formulation & implementation and Organization Designing**
- ✓ Initiation and implementation of **HR Best Practices** within the organization (**Mentorship Program, Employee assistance Program, Communication Program, Wealth management program**).
- ✓ **Talent Acquisition & Management, Talent acquisition Operations**
- ✓ Managing **Onboarding** and **Offboarding** process
- ✓ Organizational **change Management** -Merger and Acquisition
- ✓ **Generating HR reports** identify trends and areas of improvement
- ✓ **Grievance management** and **Employee assistance**

CERTIFICATIONS & LEARNINGS

Certifications	Institution	Year
CHRMP ‘HRBP Advanced’ Certification	CHRMP	2024
Understanding Organisations and the Role of HR	LinkedIn	2023
Recruiting: Talent Acquisition & Hiring (Version 3.2)	Udemy	2022
Tech Recruiting Foundations: Waterfall, Agile, and DevOps for Recruiters	LinkedIn	2023
Tech Recruitment Certified Professional	Devskiller	2023

PROFESSIONAL EXPERIENCE(CURRENT)

Manager HR at 'Eteva Consulting Pvt Ltd' (Jan 2022 – Present)

ROLE AND RESPONSIBILITIES:

➤ **Change management**

- ✓ Partner with organisational leadership team to evaluate organisational objective and assessing needs, while offering counsel on HR guidelines, workflows, and initiatives to support managers and their teams.
- ✓ Crafted and executed change management plans to guide organizational transitions, including restructures and cultural transformations, merger and acquisition
- ✓ Assisted employees in adapting to changes, minimizing interruptions to operations in their employment transition during Merger and Acquisition process.
- ✓ Lead efforts to smoothly transition teams and processes, maintaining productivity and morale during periods of significant organizational change.
- ✓ Effectively communicated changes to employees at all levels of the organization. Ensure transparency and clarity in all communications.

➤ **Learning and Development**

- ✓ Identifying the learning and development needs of employees by analysing performance gaps, organizational goals, and employee feedback.
- ✓ Developing and implementing training programs that address identified needs and align with organizational objectives
- ✓ Facilitating or coordinating the delivery of training sessions, workshops either internally or collaborating with external trainers.
- ✓ Track and report on training outcomes, ROI, and other key metrics to demonstrate the value of learning and development initiatives to stakeholders.

➤ **PMS, Rewards & Recognition, Employee Engagement & Employee Communication**

- ✓ Planning & implementing Reward & Recognition program.
- ✓ Developing and defining **KPIs** for all organizational roles and implementing effective **goal-setting strategies**
- ✓ Planning and timely completion of **quarterly performance reviews** followed by the necessary documentation of post-performance reviews and overall **Performance management system**.
- ✓ Delivering performance management training & managing performance management process. Providing guidance to managers and employees on **SMART goal** setting and overall PMS to implement continuous feedback mechanism in the team.

➤ **Compensation & Benefits Planning**

- ✓ Working out remuneration policies, including pay packages for newly hired employees, and executing the same.
- ✓ Prepare Monthly salary, salary slips & Salary reports of the employees.

➤ **Employee Engagement and assistance**

- ✓ Proficient in conducting employee check-ins, one-on-one meetings, and feedback sharing forums to enhance employee satisfaction and address concerns.
- ✓ Regularly address employee needs and support career progression opportunities within the organisation.

➤ **HR Operations and HR Process management**

- ✓ Experience in Policy Initiation, formulation, and implementation.
- ✓ Preparation of Employees handbook in mutual interest of employer and employee.

- ✓ Handling Resignations, Exit Interviews and Employee Counselling for curtailing employee turnover.
- ✓ Onboarding, setup, and implementation of **HRMS Product** in the organization.
- ✓ Creating necessary HR reports required for each program and process and shared it with leadership team.
- **Legal & Compliance Management**
 - ✓ Knowledgeable in employment laws, handling compliance issues, managing legal risk.
 - ✓ Developed and implemented policies and procedures to ensure legal compliance and protect the organisation's interests in employment-related matters.
 - ✓ Liaised with external consultants and legal advisors to ensure up-to-date practices and interpretations of employment laws.
 - ✓ Ensuring statutory compliance, initiated POSH compliance within the organization.
- **Talent Acquisition and management**
 - ✓ lead and managed the entire Talent acquisition and management process, starting with understanding the strategic hiring needs for open roles.
 - ✓ As a part of strategic team, engaged in discussions about upcoming projects and identifying future staffing needs, and defining specific candidate profiles required for key roles to ensure project success.
 - ✓ Collaborating with internal stakeholders enables me to accurately identify the necessary competencies for each position.
 - ✓ Working Experience in the areas:
Recruiting, Sourcing, Head Hunting, Reporting, Vendor Management, Sourcing, Interviewing.

PROFESSIONAL EXPERIENCE(PREVIOUS)

Organisation	Designation	Duration
Ashore systems Pvt Ltd	Senior HR Executive	Nov 2013 - 2014
ISC Projects Pvt Ltd	HR Executive	Mar 2012 - 2013
i2HR Recruitment Services	HR Recruiter	Sep 2011 - 2012

TRAININGS

- Completed two months summer internship on the “**Study on Labour Absenteeism**” at **TATA MOTORS PVT.LTD. Pune** during 2011

ACHIEVEMENTS

- ✓ Secured “**Gold medal**” in B. Tech. during year 2008.
- ✓ **First** prize in Singing competition in “**National Reverie youth festival**” at NDRI Karnal, Haryana

ACADEMIC BACKGROUND

Qualification	Board/University	Percentage
M.B.A(HR)	Pune University	65.92%
B.Tech. (Dairy)	MAFSU, Nagpur	76.80%
H.S.C.	Amravati Board	79.67%
S.S.C.	Amravati Board	75.86%