



“To obtain a position in the Human Resources field where I can leverage my extensive HR management experience and exceptional people skills to contribute to the growth and success of the organization.”

PROFESSIONAL SYNOPSIS

- Dynamic professional with a management degree and over 12 years of experience in Human Resources Management. Proficient in managing the full employee life cycle, including:
 - HRM Personnel selection
 - HR benefits analysis Payroll management
 - Performance management Recruitment
 - Industrial relations Compliance with labour laws and HR policies/procedures
 - Demonstrated ability to effectively lead teams, streamline systems, and achieve organizational objectives.
 - Skilled in interpersonal communication, organizational management, crisis management, and customer relationship management

Areas of Expertise: - Payroll, IR, OD, PMS, Exit Management, People Analytics

- Maintains and enhances the organization's human resources through planning, implementation, and evaluation of employee relations and human resources policies, programs, and practices.
- Proficiency in workforce planning, analytics & the recruitment process which includes resume generation, screening and short-listing with appropriate compensation.
- Ensures legal compliance by monitoring and implementing applicable centralized human resource requirements, maintaining records & conducting investigations on behalf of the organization.
- Analyzes Human Resources policies and procedures. As needed Revises and develops new policies and procedures. Assure consistent application and adherence to conduct and performance.

Key Skills

HR Generalist/ HR Operation	High Performing culture
Employee Communication	HR Analytics
Talent Acquisition	Career Mgt.
Workforce Analytics & Mgt	Learning culture
Employee Engagemen	HR digital

Soft Skill



Core Credentials:

Recruitment

- **Developed and executed recruitment strategies** - Designed and implemented recruitment strategies to attract top talent, aligning with organizational goals and objectives. Monitored and analyzed recruitment metrics to assess effectiveness and identify areas for improvement.
- **Sourcing Techniques** - Utilized job boards, social media, networking, and participation in job fairs and recruiting events to identify and engage qualified candidates.
- **Candidate screenings and assessments** - Conducted thorough candidate screenings and assessments, including credential verification, to evaluate qualifications and fit for open positions.
- **Interview Coordination** - Coordinated and scheduled interviews with hiring managers and candidates, ensuring a positive candidate experience through continuous communication before, during, and after the interview process.
- **Agency and Vendor Relations** - Established and maintained relationships with external recruitment agencies and vendors to support hiring needs as necessary.
- **Recruitment Tracking** - Maintained and updated a daily tracker for recruitment and interviews, tracking attrition and vacancies to ensure timely filling of positions using the most effective and cost-efficient methods.

Key Achievements-

- **Improved Recruitment Efficiency** - Reduced average time-to-fill by 20% through streamlined processes and enhanced sourcing techniques.
- **Cost Savings** - Achieved a 10% reduction in recruitment costs by optimizing sourcing channels and negotiating better terms with external agencies.
- **Enhanced Candidate Quality** - Increased the quality of hires by 15% through rigorous screening and assessment practices.

Onboarding & Orientation

- **Designed and Implemented Programs** - Created and executed comprehensive onboarding and orientation programs, ensuring a smooth transition and integration for new employees.
- **Developed Training Materials** - Produced engaging and informative training materials, including presentations, videos, and written guides, to enhance the onboarding process.
- **Facilitated Sessions** - Led onboarding sessions and orientation events, providing new hires with crucial information about company policies, culture, and expectations.
- **Coordinated Resources** - Managed the onboarding process by coordinating resources, scheduling training sessions, and tracking the completion of required activities.

Key Achievements-

- **Enhanced Onboarding Efficiency** - Reduced onboarding time by 25% through streamlined processes and improved resource coordination.
- **Improved New Hire Satisfaction** - Increased new hire satisfaction scores by 30% by creating engaging training materials and facilitating comprehensive orientation sessions.
- **Optimized Onboarding Processes** - Achieved a 20% improvement in onboarding completion rates through effective tracking and follow-up.

HR Operations / HR Business Partner

- **Developed HR Policies** - Created and implemented HR policies and procedures to ensure compliance with employment laws and regulations.
- **Managed Employee Relations** - Oversaw conflict resolution, disciplinary actions, and grievance procedures, actively resolving employee grievances through the "Grievance Mechanism".
- **Analyzed HR data** - Identified trends and patterns in HR data, providing insights to support decision-making, strategic planning, workforce planning, and talent management initiatives. Assisted in designing and implementing HR programs based on data-driven insights.
- **Resolved Employee Queries** - Handled employee queries regarding salary, income tax, investment, PF, ESIC, F&F, gratuity, and leave encashment. Supervised the online employee confirmation procedure.
- **Insurance and Benefits Management** - Led the renewal and claim processes for all insurance and benefits (GMC, GPA, GTL, WC Gratuity, PF) for 2400+ employees and 5000 dependents.
- **Main point of contact (SPOC)** - Served as the main point of contact for 2000+ employees regarding insurance inquiries, claims processing, and coverage details.
- **Partnered with business leaders** to understand their objectives and challenges, providing strategic HR guidance and support.

Key Achievements

- **Compliance Assurance-** Ensured 100% compliance with employment laws and regulations through effective HR policy development.
- **Employee Query Resolution-** Resolved over 98% of employee queries within 24 hours, ensuring high employee satisfaction.
- **Insurance Management -** Streamlined the insurance and benefits process for 2400+ employees, achieving a 15% reduction in claim processing time

Compensation and Benefits

- **Developed Strategies-** Created and implemented compensation and benefits strategies aligned with organizational objectives and budgetary constraints.
- **Administered Compensation Programs-** Managed employee compensation programs, including salary structures, bonus plans, incentive programs, and annual salary reviews (merit increases and promotions).
- **Managed Benefits Programs-** Oversaw employee benefits programs, including health insurance, retirement plans, and wellness initiatives.
- **Ensured Compliance-** Maintained compliance with relevant laws and regulations governing compensation and benefits programs.
- **Supported HR-** Advised HR staff on compensation and benefits-related matters.
- **Prepared Reports-** Generated reports and presentations for senior management on compensation and benefits trends and metrics, summarizing findings, recommendations, and action plans.

Key Achievements

- **Efficient Administration-** Streamlined compensation and benefits processes, reducing administrative time by 20%.
- **Informative Reporting-** Provided actionable insights through comprehensive reports, aiding senior management in strategic decision-making.

Salary Processing

- **Managed Payroll Operations-** Controlled daily payroll operations, ensuring accurate and timely processing of salaries for 2300+ employees using GreytHR software.
- **Administered Payroll-** Calculated wages, processed deductions, and issued paychecks or direct deposits. Accomplished payroll best practices and process improvements to enhance efficiency and accuracy.
- **Conducted Audits-** Performed audits of payroll records to ensure compliance with company policies and regulatory requirements. Developed and implemented audit plans and procedures.
- **Led Payroll Team-** Provided leadership, guidance, and training to the payroll team
- **Prepared Reports-** Generated payroll reports, payout sheets, salary slips, and analysis for management review.

Key Achievements

- **Timely Payroll Processing-** Maintained 100% on-time payroll processing for 2300+ employees.
- **Efficiency Improvements-** Increased payroll processing efficiency by 20% through best practice implementation.
- **Error Reduction-** Reduced payroll discrepancies by 15% through thorough audits and corrective actions.
- **Enhanced Team Performance-** Improved payroll team performance by 25% through effective leadership and training.
- **Regulatory Compliance-** Achieved 100% compliance with payroll-related regulations and tax requirements.
- **Employee Satisfaction-** Resolved 98% of payroll-related inquiries within 24 hours, increasing employee satisfaction.

HR Compliance

- **Developed Policies-** Created and implemented HR policies to ensure compliance with labor laws and regulations, including the Maharashtra Shops and Establishments Act, Minimum Wages Act, and Contract Labor (Regulation and Abolition) Act.
- **Guided HR Staff-** Advised HR staff and managers on compliance-related matters, including employee relations, recruitment, and compensation. Developed and delivered training programs on HR compliance for employees and managers.
- **Led Investigations-** Investigated complaints and allegations of non-compliance, ensuring timely resolution and corrective actions
- **Coordinated with all branches for shop act license renewal.**
- **Prepared Wage Registers-** Compiled wage registers, challans, and returns for over 8000 employees and laborers. Completed monthly challans for PF, PT, and ESIC.
- **Administered disability and worker's compensation claims.**

Key Achievements

- **Compliance Assurance**-Achieved 100% compliance with labor laws and regulations through effective policy development and implementation.
- **Audit Success**-Identified and resolved 95% of compliance gaps through regular audits and corrective actions.
- **Effective Training**-Increased HR staff and manager understanding of compliance matters by 30% through targeted training programs.

Exit Management

- **Developed Strategies**- Created and enforced exit management strategies to ensure a positive and seamless offboarding experience.
- **Conducted Exit Interviews**-Analysed feedback to identify trends and areas for improvement, making recommendations to enhance the offboarding experience.
- **Facilitated Offboarding**-Coordinated with HR business partners and managers to arrange exit dates, conduct exit meetings, and process paperwork.
- **Maintained Offboarding Materials**-Developed and updated exit checklists, FAQs, and templates for exit interviews and separation agreements.
- **Incorporated Best Practices**-Stayed updated on industry trends in exit management, integrating new practices into policies and procedures.
- **Reduced Attrition**-Implemented data-driven strategies that resulted in a 2% decrease in attrition.
- **Actionable Insights**-Identified key trends from exit interviews, leading to targeted improvements in HR policies

Employee Engagement

- **Organized Fun Events**-Planned and executed "Fun at Work" activities to boost morale and engagement.
- **Distributed Rewards**- Managed "Employee of the Month" rewards distribution to recognize outstanding performance.
- **Hosted Fun Games**-Arranged games and gift distributions during festivals for all employees, including activities like cricket.
- **Coordinated Outdoor Activities**- Organized outdoor fun events for staff to encourage team bonding.
- **Led CSR Initiatives**-Arranged Corporate Social Responsibility (CSR) activities to foster community involvement.

Key Achievements

- **Increased Morale**-Boosted employee morale by 25% through engaging and enjoyable activities.
- **Enhanced Recognition**-Improved employee recognition and satisfaction by consistently rewarding top performers.
- **Team Bonding**-Strengthened team cohesion through regular outdoor and fun events.
- **Community Impact**-Enhanced corporate image and employee pride by leading successful CSR initiatives.

Performance Management

- **Collaborated with Senior Management**-Worked closely with senior management to drive performance management initiatives.
- **Designed Training**- Developed and conducted performance appraisal training for managers and employees, ensuring understanding and compliance with performance management policies.
- **Guided Goal Setting**-Provided guidance on setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) performance goals.
- **Conducted Reviews**-Led regular performance reviews, providing constructive feedback to support employee development. Conducted reviews with reporting authorities and shared results with management.
- **Prepared Reports**-Created reports and presentations for senior management, offering insights into organizational performance. Managed monthly and annual performance management processes, including internal documents and PMS reports.
- **Facilitated Communication**-Arranged Skip Level Meetings to enhance communication and feedback across all organizational levels. Ensured adherence to management-specified parameters and quality standards.

Key Achievements

- **Improved Performance**-Increased employee performance by 20% through effective performance reviews and feedback.
- **Enhanced Training Compliance**-Achieved 95% compliance in performance appraisal training for managers and employees.
- **SMART Goals Success**-Boosted goal achievement by 15% through effective SMART goal-setting guidance.
- **Effective Reporting**-Provided actionable insights to senior management, contributing to strategic decision-making.
- **Streamlined Processes**- Enhanced the efficiency of performance management processes by 25% through proactive management and communication.

General Administration

- **Directed Administrative Activities**-Coordinated office management, facilities maintenance, procurement, and vendor relations to support daily operations and organizational objectives.
- **Developed Policies**-Created administrative policies, procedures, and systems to streamline processes, improve efficiency, and maintain regulatory compliance.
- **Conducted Assessments**- Regularly assessed and audited administrative operations to identify areas for improvement and drive process enhancements.
- **Administered Services**-Managed security, transportation, housekeeping, traveling, and guest canteens per law. Coordinated employee mobilization, courier, housekeeping, and fire-fighting activities. Supervised daily office administrative activities, ensuring health and safety.
- **Processed Expenses**-Handled branch and travel expenses, maintaining a Travel Tracker. Coordinated travel arrangements, including airline and railway bookings, hotel reservations, and cab arrangements for employees and guests.
- **Managed Events**-Oversaw event management, outdoor activities, and transportation logistics. Consulted with external agencies and government bodies, such as police, labor inspectors, and security agencies.

Key Achievements:

- **Efficiency Improvement**-Increased administrative efficiency by 30% through streamlined policies and procedures.
- **Cost Reduction**-Reduced travel and procurement costs by 15% through effective vendor management and expense tracking.
- **Enhanced Safety**-Improved office health and safety standards, resulting in a 20% decrease in workplace incidents.
- **Effective Coordination**-Successfully managed logistics for multiple large-scale events, improving overall event execution by 25%.
- **Regulatory Compliance**-Achieved 100% compliance with regulatory requirements through regular assessments and audits.



CAREER HIGHLIGHTS

- **Implemented New Systems:** At S J Contracts Pvt Ltd, introduced new procedures and policies, including the True in Attendance System, Employee Self Service Portal (GreytHR), training modules, exit interview analysis, data analysis projects, and a new PMS policy.
- **Promoted to Assistant Manager:** Achieved promotion based on exceptional performance.
- **Resolved ESIC and PF Issues:** Managed and resolved critical ESIC and PF withdrawal cases at S J Contracts Pvt Ltd.
- **Coordinated Site Teams:** Oversaw and managed more than 25 site administration teams.
- **Launched Online System:** Successfully enacted an online confirmation system at MD India Healthcare Pvt Ltd.
- **Awarded Star Performer:** Recognized as the SJCPL Star Performer for 2023–2024 for outstanding work in corporate HR.



EDUCATION

- M.B.A. (Human Resource Management) C. O.E.P -2009-2011.
- B.Sc. - S P College -Pune University- 2004-2007
- L.L.B-First Year - Appeared



IT SKILLS & CERTIFICATI

- Conversant with MS-Office, Excel Application.
- Google Analytics for Beginner
- Performance Management & Competency Management.
- HRMS Application

EXPERIENCE

- **S J Contracts Private Limited.** -As Assistant Manager HR & Administration (July 2018 -Till Date).
- **Medi Assist India Healthcare (TPA) Private Limited:** - As Senior Executive HR & Administration. (Oct 2017-July 2018).
- **Rohan Builders (India) Private Limited** - As Senior Executive HR & Administration. (June 2016-Oct 2017)
- **C G Marketing Private Limited (P & G India Division.):** - As Senior Executive HR & Administration (April 2015 – Jan 2016)
- **MDIndia Health Insurance TPA Private Limited-**As Senior Executive HR & Administration. (Aug 2012-April 2015)



LANGUAGES

Languages	Read	Wright	Speak
English	√	√	√
Hindi	√	√	√
Marathi	√	√	√



NATIONALITY: INDIAN

Skills

<i>Data Analytical & data driven</i>	<i>Decision Making.</i>	<i>Strategic Thinking.</i>
<i>Diversity, Equity, and Inclusion.</i>	<i>Digital Literacy</i>	<i>Strong Leadership and Managerial Skills</i>
<i>Flexibility</i>	<i>Innovative Mindset</i>	<i>Problem-Solving Skills</i>
<i>Patience</i>	<i>Negotiation</i>	<i>Ethical Actions</i>
<i>Commitment</i>	<i>Compassion</i>	<i>Budgeting</i>
<i>Administration Expertise</i>	<i>Teamwork</i>	<i>Retention & Exit Management.</i>

Personal Details: -

- D.O.B: - 22nd Feb 1986
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