

PIYUSH PADHEN

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Human Resource | Employee Relations | HRBP | Employee Lifecycle Management

Experienced HR professional with 8+ years in recruitment, employee relations, grievance resolution, and HR operations. Seeking to transition into a role focused on Compensation & Benefits and Employee Relations, where I can leverage my expertise to drive employee satisfaction, streamline HR processes, and contribute to organizational success. Aiming to align HR strategies with business goals while ensuring a positive and engaging work environment. Experienced HR professional with 8+ years of expertise in enhancing HR functions and aligning them with organizational goals. Proficient in recruitment, onboarding, payroll, compliance, employee relations, and grievance resolution. Skilled in managing the entire employee lifecycle, from onboarding to exit, while implementing engagement initiatives and drafting HR policies. Key accomplishments include introducing HRMS, assessment tests, recruitment dashboards, and Sodexo systems to streamline processes. Technologically proficient in tools like Zoho People, HireRight, SAP, and Service Now. Proven leadership in managing a team of five, driving collaboration, and ensuring operational excellence in all HR domains

Skills

Recruitment & Onboarding | Employee Relations & Grievance Handling | Compensation & Benefits Management | HR Policy Drafting & Implementation | Employee Engagement & Retention | Performance Management & Appraisal | HRMS & HRIS Systems (Zoho People, SAP, ServiceNow) | Payroll Processing & Compliance | Recruitment Dashboards & Analytics | HireRight

Professional Experience

Euronet India Pvt Ltd, Pune |

Sep 2022- Present

Senior Executive Human Resources

Key Areas of Responsibility

HR Operations/Employee Lifecycle/ Compliance/Recruitment

➤ **Recruitment & Talent Acquisition:**

- Managed the end-to-end recruitment process, including sourcing, screening, technical and managerial interviews, and offer negotiations.
- Implemented background verification processes and ensured compliance with hiring policies

➤ **Onboarding & Induction:**

- Directed onboarding formalities, including documentation, induction programs, and policy communication to new hires.
- Maintained and updated employee records, ensuring accuracy in compensation, health, and statutory compliance data.

➤ **HR Operations:**

- Led payroll management, including timely salary disbursement, bonus calculations, deductions, and compliance reporting.
- Conducted salary benchmarking through market research and suggested competitive compensation adjustments.
- Administered employee insurance renewals, vendor management, and policy agreements.
- Prepared MIS reports covering recruitment, exits, and compliance metrics.

➤ **Employee Engagement & Relations:**

- Designed and executed employee engagement programs, including recognition awards and community initiatives.
- Resolved employee grievances, ensuring a positive and inclusive work environment.
- Conducted regular employee interactions to understand motivation and address concerns.

➤ **Performance Management:**

- Facilitated the performance appraisal process, ensuring alignment with PMS policies and organizational goals.
- Provided feedback and support for employee development and succession planning.

➤ **Exit Management:**

- Conducted exit interviews, processed full-and-final settlements, and issued statutory documentation, including relieving and experience letters.
- Updated employee records on statutory portals post-exit and prepared analysis reports to improve retention strategies.

➤ **Strategic Contributions:**

- Drafted, revised, and implemented HR policies to align with organizational objectives.
- Introduced tools like HRMS, recruitment dashboards, and Sodexo systems to enhance HR efficiency.
- Partnered with leadership to align HR strategies with business goals, driving organizational growth.

HR Executive (Contract to hire position)

Key Areas of Responsibility

HR Operations/Employee Engagement/ Compliance

➤ **Recruitment Process**

- Working with recruitment agencies to source for candidates for specific job positions
- Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing.

➤ **Onboarding formalities**

- Documentation, forms filling, verification process
- Maintaining HR records, related to compensation, health, and medical insurance.
- Induction- Communicating and explaining the organization's HR policies to the employees.
- Follow up of confirmation records statutory obligations - PF, ESIC, taxes, gratuity, LTA, bonus etc.
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee.

➤ **Operations**

- Handling insurance-related issues.
- Preparation of salary statement Handling end-to-end salary process.
- Preparing and submitting all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management
- Recording, maintaining, and monitoring attendance to ensure employee punctuality.
- Checking travel and tour expenses and contractor bills and record in relevant software for timely credit of the amount into employee's accounts
- Keeping records of staff insurance and ensuring timely renewal
- Handling insurance renewal and monthly addition & deletion of employees
- Vendor management -AMC's and agreement renewals
- Preparation for SOC Audits

➤ **Payroll Processing and Statutory compliance**

- Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment.

➤ **Emp. Engagement**

- Community initiatives programs- organizing and participation- HR Calendar and initiatives.
- Resolving grievances or queries that any of the employees have.
- Escalating to the right level depending on the nature of the grievance or issue
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization.

- **PMS:** support in Implementing and administering performance management processes as per the PMS policy and timelines.

➤ **Exits**

- Exit interview and clearance process.
- Handling the full and final settlement of the employees
- Exit Documents
- Updating the basic details current and LWD of left employees on PF site monthly

Human Resource Executive (Company shut down due to covid)

Key Areas of Responsibility

Employee Engagement/Strategic Business communication/Recruitment/Startup

➤ **Recruitment & Talent Acquisition**

- Conducted candidate searches on job portals based on organizational requirements.
- Facilitated telephonic screenings and one-on-one discussions to assess candidate fit.
- Coordinated operational and technical interview rounds with department heads via Teams or in-person.
- Managed salary negotiations, CTC explanations, and offer formalities.

➤ **Onboarding & HR Policies**

- Oversaw joining formalities, including documentation, induction, and account creation for new hires.
- Drafted and implemented HR policies to improve compliance and operational efficiency.
- Introduced assessment tests to refine the recruitment process and enhance candidate evaluation.

➤ **HR Operations & Payroll**

- Supervised attendance and leave management systems, ensuring accurate record-keeping.
- Managed payroll processing, including salary disbursement, statutory compliance, and increment letters.
- Maintained employee databases in both digital and physical formats for easy access and updates.
- Carried out background verification for all employees in alignment with company policies.

➤ **Employee Relations & Lifecycle Management**

- Fostered strong employee relations through regular engagement and grievance handling.
- Managed the complete employee lifecycle, from onboarding to exit.
- Addressed employee queries and collaborated with vendors to resolve operational issues effectively.

➤ **Exit Management**

- Conducted exit interviews and managed full-and-final settlements for outgoing employees.
- Issued relieving and experience letters while ensuring accurate updates to employee records.

Ismart India, Nagpur |

Jan-2015 to Apr-2018

Human Resource Executive (For further education)

Key Highlights

- **8+ Years of HR Experience:** Strong background in recruitment, onboarding, employee relations, grievance handling, payroll, and compliance, with a proven track record of enhancing HR functions.
- **Successful Process Improvement Initiatives:** Led the implementation of HRMS, LMS (Leave Management System), recruitment dashboards, interview feedback forms, assessment tests, and Sodexo systems, streamlining operations and increasing efficiency.
- **Technological Proficiency:** Expertise in HR tools such as Zoho People, HireRight, SAP, and ServiceNow, optimizing HR workflows and leveraging data for decision-making.
- **Leadership & Team Management:** Managed a team of five HR professionals, fostering collaboration, enhancing team performance, and ensuring operational excellence.
- **Employee Lifecycle Management:** Skilled in managing all stages of the employee lifecycle, from onboarding to exit, with a focus on improving employee engagement and satisfaction.
- **Commitment to Employee Relations:** Proficient in resolving employee grievances, handling conflict, and ensuring a positive and fair workplace environment.
- **Career Transition Focus:** Actively pursuing opportunities in Compensation & Benefits and Employee Relations to align with long-term career goals and contribute to organizational success.

Education/ Certifications

MBA in Human Resource Business Management (2-year full time)

2018-2020

Pune University

Bachelors in Computer Application

2015-2018

Tilak Maharashtra Vidyapeeth, Pune