



SANJANA P DHOKE

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PROFILE SUMMARY

A Self-motivated and dynamic Human Resource Professional with overall 6 years of experience in managing Talent Acquisition and Succession Planning, Manpower Budgeting, ELC, Employee Relations, HR- MIS & Analytics. I have played both as an Individual Contributor and Managerial Role.

CAREER TIMELINE

- ◆ Deputy Manager - HR Ambit Finance (05th June-24 to till date)
- ◆ Deputy Manager - HR Mahindra Finance (16th Aug-23 – 03rd June-24)
- ◆ Sr. Officer – HR SBFC Finance Pvt. Ltd (06th March-21 - 14th Aug-23)
- ◆ HR – Executive IPM Business Solutions Pvt. Ltd (23rd May-2019 - 05th March-21)
- ◆ HR Admin cum Office Assistant Greenwich Meridian Logistics (India) Pvt. Ltd. (5th Feb, 2018 - 11th May, 2019)
- ◆ Executive Indexer LUMINA DATAMATICS LTD (23rd September, 2015 - 10th April, 2017)

WORK EXPERIENCE

(Key Result Areas across the above)

- **Recruitment, Succession Planning & Retention** – Develop and implement HR strategies and policies to attract, retain, and develop top talent by partnering with Senior Leadership. **Handled Junior to Mid-Level Hiring. Analysis of HR Metrics** to identify trends, develop insights and made data driven decision to improve TA & TM performance.
- **Employee Life Cycle Management -**
 - ✓ Execution of **end to end on boarding** plan and process like joining formalities, updating of relevant policies, getting them introduced to different teams and assigning resources to ensure smooth transition. **Designing induction/ training module**, assigning buddy to the new joiner.
 - ✓ Managing complete cycle of **PMS** across the function, coordinating with HODs for KRA, conducting mid-year performance review, taking care of annual cycle of performance review, processing increments. Preparing **PDP / IDP** as per eligibility post discussion with HODs and share the requirement with Learning & Change Team and maintaining the records.
 - ✓ Understand Training Needs Analysis from Business and share the same L&C Team for better performance and analysis and maintain the records.
 - ✓ Regularly connect with the employees and work on their development by providing them time to time training, organizing internal job promotions and conduct the attrition analysis to retain the best talent for the organization.
 - ✓ Developed EE programmers like regular Birthday Emails & Celebration, Welcome Emails, One to One Employee Connect. Managing and **Analyzing Gallup Survey**.

- ✓ Responsible for **Background Verification** across all levels and take appropriate actions from Audit and compliance perspective and co-ordination with Vendor. Taking care of resignations and exit interviews, terminations, retirement, processing full and final settlement. Ensuring the service quality, maintain the TAT for all HR Operations activities (On boarding, Joining, Audit, Attendance, Leave management and Employee Lifecycle actions).
- ✓ Responsible for **Salary processing Input** of New Joiners.

➤ **HR MIS / Analytics:** –

- ✓ Preparing & tracking monthly HR- MIS reports for MPR
- ✓ Preparing & tracking monthly HC & Attrition Reports
- ✓ Preparing & Tracking Weekly & Monthly Offers In Markets, Dropouts & New Joiners Reports
- ✓ Preparing & Tracking Monthly Performance Reports and Reporting Structure
- ✓ Preparing Recruitment & Manpower Budgeting Tracker

- **HR Automation**– Automate the processes which reduces manual intervention & increases the productivity and saves time. Responsible to HR Tickets. Ensuring the FTR (First Time Resolution) to the Employees.

EDUCATION



2018 - 2021
MHRDM
K. J. Somaiya Institute of
Management Studies & Research
Center

2012 - 2015
Bsc IT
University of Mumbai

CORE COMPETENCIES & SKILLS

HR Operations	<div></div>
HR Analytics & MIS Reports	<div></div>
MS Office & Visualization Tools (Visio & Tableau)	<div></div>
TA & Talent Management	<div></div>
Verbal/Written Communication	<div></div>
HR Process Automation	<div></div>
HR Auditing	<div></div>



NOTABLE ACCOMPLISHMENTS



Employee of the month for managing 150+ onboarding on monthly basis (Jan-22) in SBFC Finance.



Participated in First Time Manager Workshop in SBFC Finance

PERSONAL DETAILS

Date of Birth	25 th January, 1994:
Marital Status	Unmarried.
Languages Known	English, Hindi, Marathi,
Hobbies	Indoor Games, Cooking, Travelling.