

Aditya Vaishnav

Human Resources



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A seasoned Human Resource Senior Executive offering 9 years of progressive experience in human resources department. Strategic leader, decision-maker and problem solver. Driving company growth and productivity by locating the best talent and establishing effective, modern policies for the workforce. Experienced with HRIS and data-driven approaches to personnel management, benefits administration and organizational development. Record of success in improving recruitment and retention. Strong hold in executive hiring - Employee branding and training programs across organizational level.



Core Competencies

- Talent Management
- Employee Life Cycle Management
- Learning and Development
- HR Policies and Implementation
- HRIS Implementation
- Payroll Management
- Statutory Compliances
- Compensation and Benefits
- Performance Management
- Employee Engagement & Relations
- Employee Grievances
- HR Analytics and HR Audits
- Vendor Evaluations and Management



Work History

Senior Executive Human Resource

Infinite Uptime India Pvt. Ltd, Pune

- Managed employee life cycle from inducting and on boarding to performance management and off boarding.
- Conducted new hire connect and engagement session with 30-60- 90 days connects. Planning and executing various

July 2021 - Apr 2024

employee engagement sessions for the associates.

- Drive employee connect initiatives across the unit. Skip level meetings, Open houses and Town halls, Floor walks, One to One meeting, Performance review meetings, HR dashboards for effective dissemination of information, Rewards and Recognition functions, Policy and Process amendments and Admin activities.
- Implement and maintain HRIS system for talent on-boarding and employee management. Processed monthly payroll for a team of 300+ employees, ensuring accurate and timely disbursement of wages and statutory compliances.
- Design employee friendly tax benefit Salary structure programs which help in giving better experience to employees and management team.
- Act as coaches during the performance cycle and support the annual compensation reviews and variable pay administration for employees along with delivery leads.
- Managed and resolved performance improvement plan (PIP) cases effectively, ensuring optimal outcomes.
- Contributed to build and sustain the development of employee engagement initiatives, quick resolution of employee relation issues including workplace grievances, anti-sexual harassment initiatives (POSH), and growth of the company flagship Health and Wellness program.
- Steered the diversity & inclusivity activities for the women employees, Women @ Work, lunch and learn and conducted special events inviting external lady Advocates, and doctors.
- Handled audit process (ISO 9001:2015) and complete all process documentation related assignment related to audit process.
- Responsible for representing entire BU data –Attrition, HC, Growth structure, Projects.
- Employee engagement strategy, for continuous recognition programs, engagement surveys, and effective communication channels, fostering positive work environment and enhancing talent retention.

Dec 2018 – Mar 2021

Executive Human Resource

Shandong Heavy Industry India Pvt. Ltd

- Managed the recruitment life cycle from receiving the requirement, sourcing, and screening, onboarding and maintaining the key experience to the employee.
- Understand the requirement and accordingly drafting a job description and getting it approved from the concerned person.
- Handled end -to- end life cycle of recruitments.
- Sourced talent for middle and senior positions.
- Conducted campus interviews programs for all the division as per

Feb 2015- Nov 2018

specific requirements.

- Implemented employee management system for one stop view of employee life cycle from pre – onboarding till exit to respective stakeholders.
- Implemented interview feedback and referral bonus claim form from offline to online on the HRMS portal, which helped to save time and effort.
- Prepared induction program and orientation to the employees towards procedures.
- Designed and implemented employee handbook.
- Managed the rewards & recognitions scheme.
- Involved in HR Audits as per functionalities and handled ISO 14001, OHSAS 18001, IATF and EHS audits for the HR department.
- Provided MIS on timely basis i.e., Monthly, Quarterly, and Yearly.

Human Resource Trainee

PMS HR Solutions Pvt. Ltd

- Handled end -to- end life cycle of recruitments from sourcing to joining for technical & non-technical.
- Sourced technical profiles from various job portals/ sites and maintain the candidate talent pool.
- Arrange client interviews with shortlisted candidates and follow up with clients for feedback on candidate status & discuss offers to be made.
- Closed 72 positions within a span of one month during the business expansion.
- Also trained the employees and faculty members regarding the latest technologies adapted by the organization.



HR Tools

Keka, Zoho, Ascent, SAP SuccessFactors – Employee Central (SF- EC)



Certifications

- Certificate of HR Business Partner (CHRBP) through Middle EarthHR.
- Certificate of SAP HCM (Human Capital Management) through Udemy.
- Certificate of Indian Labour Law & Statutory Compliances through Skill Deck.



Academics

2014

- **M.B.A: Human Resource**
Pune University - Pune

2013

- **M.B. A: Marketing**

2010

Pune University - Pune

B.C. S: Computer Science

Dr. BAMU University – Aurangabad

Personal Dossier

Date of Birth: 02-Jan-1989

Marital Status: Married

Passport: Available

Languages Known: English, Hindi & Marathi