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## SEJAL REGE

### PEOPLE MANAGER

Location Preference: Pune

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## Profile Summary

- **HR Professional with over 11+ years of expertise in** establishing & developing and implementing People model, HR Processes, building employee value, driving vision and achieving critical goal of the organization
- **Resourceful in maintaining & updating the UK policies & guidelines** in the HR EMEA portal for employees to refer
- **Proven expertise in recruiting excellent profile staff** from bottom to top level positions with skills in **designing innovative policies** and ideas while troubleshooting attrition and attracting employees at reasonable pay scales
- **Exhibited excellence in people strategy, organizational development,** change & restructuring, talent acquisition, performance & recognition management and organizational culture
- **Spearheaded compensation programs** including performance management system, salary reviews, reward & recognition and employee retention
- **Skilled in bridging gap between managers and employees** by resolving matters pertaining to performance & development plans, employee conduct, employee management issues, salaries and benefits as well as policies
- **Knowledge of various concepts in HRM, Personnel Management,** Payrolls, Compensation along with techniques of Talent Management, Recruitment & other corporate HR functions
- **A people strategist and a situational team player** efficient in evolving a culture for motivating employees and guiding them towards the achievement of organizational objectives & operational excellence

## Professional Experience

**Feb'23 – Current** with Rapid Circle, Pune as People Manager

**May'22 – Nov'22** with Upperthrust Technologies, Pune as HR Manager

**Jan'21 – Apr'22** with Bista Solutions, Pune as HR Manager

**Nov'19 – Aug'20** with Epicor Software, Bracknell (Berkshire) as HR Specialist (Contractual)

**Dec 2016 – Oct 2020** worked as a Contractor in UK

**Aug'13 – Nov'16** with Ahmednagar Auto & Engineering Association – Cluster, Ahmednagar as HR Assistant & Training Coordinator

**Dec'12 – Jul'13** with Kinetic Engineering Ltd., Pune India as HR Executive

## Core Competencies

Proficiency with Digital Tools

Data Analysis

People & Project Management

Process Enhancement

People Model Implementation

Compensation & Benefits

Wellbeing Management

Talent Acquisition

Team Building & Leadership

## Soft Skills

Communicator

Influential

Change Agent

Negotiator

Decision Maker

Collaborator

## Technical Skills

- Tools: MS Office – Word, Excel and PowerPoint
- Application Tracking System, Oracle, Oracle – Taleo, ADP (Payroll), Epicor ERP

## Key Result Areas

- Spearheading manpower planning, recruitment, training & development, performance management, time-office management, industrial relations, compensation & benefits; arranging interviews, formatting CVs, preparing candidate assessment & coordinating with candidates for conducting telephonic / personal interaction with potential recruits to ascertain their suitability and obtaining preliminary information regarding salaries, their availability and related aspects
- Attracting applicants by placing job advertisements and contacting recruiters, newsgroups & job sites
- Evaluating applicants by discussing job requirements & applicant qualifications with managers; interviewing applicants on consistent set of qualifications
- Conceptualizing, implementing and modifying the policies pertaining to employee benefit, salary advances, relocation, technical support, travel; ensuring the alignment of the same with strategic business goals
- Supervising the processing of payroll, computing salaries, attendance, leave, fixed & variable entitlements and maintaining documentation, pay slips & controls for all payroll related activities
- Directing HR Drop-in & virtual clinic sessions with employees to address their queries, analyzing the employee Sickness report through Bradford factor and sharing it with HRBP
- Collaborating with Wellbeing team on a monthly basis for employees physical and mental wellbeing
- Conceptualizing and implementing recruitment strategies for talent retention and for attrition rate reduction
- Ensuring employee welfare, safety, wellness and health inclusive of Medclaim with active involvement in the development and implementation of policy documents and handbooks for employee reference
- Managing onboarding / induction activities such as:
  - Background checks, Documents verification, process/policies orientation, completion of paperwork like contracts and non-disclosure agreements, leave policies briefing
  - Initiation of registration of new joiners, maintenance of employee database, email-id creation & so on to be completed by HRIS Team
- Supervising:
  - The processing of payroll, computing salaries, attendance, leave, fixed & variable entitlements and maintaining documentation, pay slips & controls for all payroll related activities
  - Organization of group/individual sessions with employee to promote physical and mental wellbeing
  - Employee separation process including exit interviews, F&F Settlement and execution of other relieving formalities
- Conducting and executing various employee engagement programs for addressing employee issues/concerns
- Significant knowledge of using Oracle's Taleo to support the onboarding process along with initiation of new joiner, account setup process with HRIS team.

## Volunteering Experience

**Jul'17 – Feb'18 with Oxfam Book Shop, Balham, London as Volunteer**

## Education

- 2017: Continuing Professional Development Online Certification
- Recruitment Consultant – The CPD Certification Service
- Payroll Diploma – New Skills Academy
- Human Resource Management Level 3 course
- Fundamentals of Human Resource Management – Alison
- 2010: BBA – Marketing

## Personal Details

**Date of Birth:** 26<sup>th</sup> September | **Languages Known:** English, Hindi and Marathi |