

REVATI NAWGHARE

HR SPECIALIST

CONTACT

8208428461

nawghare20@gmail.com

Pune, Maharashtra

EDUCATION

2017-2019

PUNE UNIVERSITY

- Master of Business Administration in HR

2014-2017

AMRAVATI UNIVERSITY

- Bachelor of Computer Application

SKILLS

- HR Strategy Development
- Employee Relations and Conflict Management
- Performance Management
- HRIS Management & Data Analysis
- Recruitment & Onboarding
- Training and Development
- Change management

PROJECTS

- Presented HR dashboards to manage and monitor attrition rates
- Implemented HR Ticketing portal
- Redesigned employee Onboarding Experience
- Introduced Employee Wellness Program

PROFILE

Experienced HR professional with over 6 years in HR operations, specializing in recruitment, performance management, employee relations, and compliance. Skilled in aligning HR strategies with business objectives, managing HRIS systems, and enhancing employee satisfaction. Proven ability to handle complex HR issues, ensure legal compliance, and drive organizational development initiatives. Seeking an HR Manager role to utilize my expertise in building a positive work environment and advancing HR functions.

WORK EXPERIENCE

Indovance Private Limited

2018 - PRESENT

Sr. HR Executive

- Developed and implemented HR strategies and initiatives, enhancing team productivity and alignment with business objectives.
- Managed employee relations and resolved complex HR issues, contributing to a positive work environment and improved retention.
- Led end-to-end recruitment processes, establishing a streamlined approach that improved quality of hire and operational efficiency.
- Directed performance management processes, including appraisals, coaching, and feedback, which led to a consistent improvement in performance.
- Administered HRIS, maintained employee records, and generated reports for data-driven insights, aiding in strategic decision-making.
- Designed training and development programs to foster employee growth, leading to higher engagement and skill enhancement.
- Conducted assessments of HR processes, identifying areas for improvement, and implementing solutions to enhance overall efficiency.
- Developed a structured onboarding process that accelerated new hire productivity.
- Launched wellness programs tailored for remote employees, fostering greater engagement and satisfaction.
- Enhanced data accuracy and efficiency by implementing process automation in HRIS.

CERTIFICATIONS

CHRMF

HR Analytics

2021

Excel4all

Advance Excel

2023

ExcelR

Data Analyst

2024