

**MADHURI GAWANDE**  
**HR PROFESSIONAL**

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Objective: - An experienced HR professional wants to be a part of an organization that has a magnificent work culture, and to find a way to contribute and grow in the field of Human Resource Management.

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Employment History: -

**1) Cummins Technologies India Private Limited**  
**Mobility Administrator (Domestic Relocation) (15-12-2021 to 31-07-2024)**

**Roles & Responsibility-**

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- HR Administration- Joining formalities, BG-verification, Induction & on boarding, Employee help desk, drafting letters, preparing HR MIS reports, full & final settlement, Training & development, Performance management system, policy implementation, employee engagement.
- Recruitment
- Through certification got practical knowledge on following areas- Payroll- Salary Structure, PF calculations, Tax calculations, ESI calculation, PT, leave encashment, Gratuity, HRA, LWF, LTA, Full & Final Settlement etc. Payroll software - HR one, GreytHR, Kaka HR etc.
- To conduct training/orientation sessions for bulk employees/ individual, HR's & Recruitment team
- Relocation portal planning, designing & implementation with technical team.
- To perform UAT (User Acceptance Test)
- To create FAQ's, SOP (standard operating procedure), Flow charts, etc.
- Co-ordination- with Vendors, stakeholders, HR's, Recruitment team, technical team.
- Follow up with employees, recruitment team, HR, vendors.
- Assist in the development & implementation of Relocation policies and procedures.
- Query resolution of – employees, HR, recruitment team, vendor
- Database management.
- SLA's.
- HR shared services.
- Vendor Evaluation.
- Co-ordination with Payroll team for reimbursement process.

**2) Cummins Technologies India Private Limited**

**Talent Management Associate (01-06-2014 to 10-12-2014)**

**Roles & Responsibility-**

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- To co-ordinate in various training sessions & programs- To co-ordinate with HR head/leader for conducting induction program for newly joined employee as well as interns. To co-ordinate with external trainer as per training calendar
- Evaluation of an interns – Taking presentation of an interns along with their managers & leaders for final selection.
- Recruitment-Taking interviews of an employee, handling recruitment drives with HR team.
- Working on data collation analysis-worked on Bio templates of an employee, worked on data of attrition analysis, exit analysis. evaluation form, feedback forms
- Letters & certificate formation.
- Audit- Audit of a document required for onboarding of an employee.
- Presentation-Making various presentation on topics like Communication skill, time management, Presentation skills.
- Administration work.

### **Planned Career Break to take care of my Child from (2015 – 2021)**

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#### **Education: -**

MBA (Human Resources) from Pune University- 60%  
B.Sc. (Computer Science)- 54%

#### **Certificates: -**

Robotics Process Automation (UiPath- 2019)

HR Generalist Certification (2024) (HR Remedy)

Microsoft Power Bi Certification (2024) (Intellipaat Software Solutions Pvt Ltd.)

#### **Skills: -**

Technical skill – RPA (Ui path), M.S-Office, Outlook, Power Bi.  
Grievance handling, joining formalities, Statutory compliance, Stakeholder management, Employee engagement, Onboarding, HR operations, Vendor management, Payroll Processing, Communication, HR co-ordination, Presentation skill, Attention to details & accuracy, Prioritization, Timely execution of task, data analysis, Employee relation, Payroll software, Training & Development, HR Policies.

#### **Award: -**

At Cummins received - Award for Planning & development of Global Domestic Relocation Policy & internal move process (Technology) for India Region (March-2023)