



Ashwini Nalwar – MBA HR, POSH_TTT Certified

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Location: Sinhagad Road, Pune.

○ Career Objective:

- Intending to use my dynamic **HR professional** passion and **Operation Management** skills to achieve your HR gamut initiatives deliberately with the Operational Excellence for the success of organization as well as my personal front.
- Currently looking for the **Immediate joining opportunity** in a similar field where I can utilize my proficiency and help the organizations to manage their Human Resources and Organization behaviour Outstandingly!!

○ Summary:

- I have **around 15 years of experience** in **Human Resource Management and Training** and has successfully delivered in different progressive roles in Human Resources department. Currently, working with **Kay Bee Bio Organic** for Short term assignment to standardised their **PMS, HRMS System** and **Training department**, till **16th Sept. 2024**.
- I have directed the overall Leadership Trainings, Strategical HR Management, Organizational Branding and Culture of the company and Empowering the organization's "**Success**" through polishing "**People**".
- Managing Global Employees across the strength of more than 10,000.
- Global employee life cycle management - **APAC, EMEA, USA, Canada & India Region**.
- **Managed employees from Australia, China, Singapore, Japan, Malaysia, Philippines, South Korea, Thailand, Taiwan, India, Pakistan, New Zealand, Romania, Italy, Spain, Ireland, Czech Republic, UK, Germany, Canada, LA.**
- **Managing team of 10/12 HR representatives**, with the effective Team Management Skills.
- Executed the **HR Programs and Transformations to Corporate and process level** with people managers as per Organization changes and proving development strategies with Managing Admin/ Facilities Team.
- **Partnering with People Management** to drive an effective and key component of Culture, Engagement, Talent Retention, Training and development for utilization of the available resources.
- Expert in **Employee Counselling**, Mental Health, **Employee Welfare**, Relationship, Life Coach, Motivational Speech.
- Expert in HR systems ADP, SAP BI, Success factor, Workday, Oracle HCM, Zoho, SaaS, and Keka.
- Expert in **Employee Retention**, documentation, Lead Generation, **Stakeholder Management**, Talent Acquisition, Employee Engagement, **HR Audit and Compliance, Risk Analysis, Grievance**, Payroll and Statutory compliance, Corporate Social responsibility, Internal Communications, **Rewards and Recognitions, Training and Development, Performance Management System, Corporate Social Responsibilities, Business Risk Management**.
- Expert in **Corporate/ Social Media Communication, Strategic Planning & Decision Making, Organizational Development, People & Culture Management, Diversity, Equity and inclusion, Employer Branding**.
- Strong ability to work under pressure and meet deadlines, quick decision making, flexible, adaptable.
- Developed of various statistical **ideas/ implementation of White Papers, Gap Analysis, Change Management**.

○ Academic Qualification:

- M.B.A. Human Resource Management – with "A" Grade from Pune University, 2017
- **Certified POSH – Train the Trainer from CHRMP**
- Diploma in **Labour Laws and Compliance** – ILS Law College – 2015
- M.com – **Masters in Commerce** (Business Practice - HR and environment) from Pune University, 2012
- **Certified Six Sigma Green Belt** from IFQ, Pune with ASQ registration, 2013
- PGDNIIT (Diploma in Software Engineering – Data analysis and SAP system) NIIT, Pune - 2009

○ Professional Achievements and Certification:

- Successfully implemented various **HRIS system for HRMS** in Vodafone and Hansen Technologies.
- Won "**Outstanding Rocky**" Award from Infosys for exceptional performance.
- Achieved "**Extra Miler**" award from Hansen for Employee Counselling on Health, Welfare - during Pandemic.
- Won "**Employee of the month**" award from Vodafone and Amdocs for HR Transformation project
- **Cyber Security compliance** and **GDPR** certified from LinkedIn

○ Professional Experience Summary: 15 years

Tenure	2 nd Jul' 2012 – 30 th Apr' 2015	6 th Jul' 2015 – 18 th Nov' 2016	21 st Nov' 2016 – 3 rd Jul' 2019	3 rd Aug' 2020 – 9 th Sep' 2021	23 rd Nov' 2021 – 12 th Jul' 2022	1 st Mar' 2023 – 28 th June 2024
Designation	Process Specialist HR & Executive MI	Senior Executive HR – EMEA	HRES – Specialist - APAC	HR Advisor – APAC & India	Assistant Manager – HR APAC	Manager – HRBP India & USA
Organization's Experience: <u>9.8 years</u>	Infosys BPO & CAPITA (Ventura)	Vodafone Shared Services India	Amdocs India Development LLP	Hansen Technologies Ltd. (Sigma OSS)	Acoustic Marketing India Pvt. Ltd.	State Street HCL Services India Pvt. Ltd.
Past Experience: <u>5.3 years</u>	<ul style="list-style-type: none"> Mafoi - Randstand – Market Research Analyst – (CRM) – Contract Staff Management From 28th June 2009 to 29th June – 2012 Ramelex Pvt. Ltd. – HR Officer (HR - Operations & Generalist) From 7th Jan 2007 to 15th May 2009 					

➤ Leadership and Team Management:

- Heading Pune HR Team of 10 members, as well as Internal Committee Member (IC) for Employee Grievance Management Team.
- Leading and mentoring the HR team, providing guidance and support in their day-to-day activities and act as SPOC for any HR related queries as per organizations and business management needs to focus on employees as an asset.
- Delegating HR tasks effectively, ensure team members are well-trained, and foster a collaborative work environment with their effective cross- training within a department.

➤ Organization Development and Culture Management:

- Developing and align HR strategies with the overall business strategy and goals of the organization.
- Developing long-term workforce planning and talent management strategies to meet future business.
- Preparing and updating SOPs/ Process documents and QC check list to maintain accuracy and quality.
- Design / Customize principles, policies, frameworks, processes to ensure diversity, Equity and inclusion for equal opportunity (basis the Group philosophy and guidelines for LGBTQ) Plan, implement & monitor the diversity and equal opportunity initiatives in the Business and units. Monitor and assess effectiveness of diversity and equal opportunity initiatives; take appropriate measures to enhance their effectiveness.

➤ Learning and Development:

- Develop and execute the organization's L&D strategy in alignment with business goals and objectives
- Lead a team of L&D professionals and manage the overall functioning of the L&D department
- Design and implement innovative learning solutions including blended learning programs, e-learning modules, and instructor-led training
- Facilitating HR leadership development programs to nurture future leaders and support succession planning and Growth opportunities.
- Encouraging a culture of continuous learning and professional growth by using the online quiz method.
- Working with Business manager to understand employee's requirement on the business front, training development program to improve business strategies.
- Keep alignment with overall program and dependency projects Manage project budgets, ensuring effective allocation and utilization of resources, with their Training, Counselling for skill upscaling/ knowledge transfer etc.
- Partner with business leaders to identify skill gaps and create targeted development programs
- Manage the L&D budget and optimize resource allocation
- Establish metrics and KPIs to measure the effectiveness of learning initiatives
- Drive leadership development programs and succession planning initiatives
- Oversee the learning management system (LMS) and other learning technology platforms
- Build and maintain relationships with external training partners and vendors.

➤ **HR Projects & Innovations:**

- Developing and implementing HR Transformation Programs that support employees throughout their entire journey within the organization, from onboarding to exit.
- Oversee Training and Development and Performance Management System processes, including goal setting, performance evaluations, and career development discussions.
- Managed RCA, FMEA, Process Capabilities with Agile Mythologies for Success of project.

➤ **HR Compliances & Risk Analysis:**

- Evaluating existing HR policies and practices to identify areas that may not comply with legal standards.
- Determining the potential risks associated with non-compliance, such as legal penalties, reputational damage, and employee dissatisfaction.
- Creating strategies to address identified risks, such as updating policies, providing training, and implementing new procedures.
- Executing the mitigation strategies into action and ensure that all employees are aware of the changes.
- Continuously monitoring compliance efforts and evaluate their effectiveness and making adjustments as needed to maintain compliance and manage risks.
- Proactively addresses the potential issues, ensure legal compliance, and create a positive and safe work environment for the employees.

➤ **Employee Relations and Conflict Resolution:**

- Handling employee relations issues and grievances in a fair and unbiased manner as triparty discussion.
- Talent Retentions, Promoting a positive work environment and mediate conflicts between employees, when necessary, with One on One, PIP, Skip levels meetings, Chai/ Coffee Meetings, external parties.
- Facilitates first level resignation, also handling disciplinary, policy/ COC violations and performance ground exits and terminations, or early exits.

➤ **Employee Engagement:**

- Creating and implementing comprehensive employee engagement strategies aligned with the company's goals and culture.
- Scheduling Townhall, Floor walk, Monthly/ Quarterly Rewards and Recognition Events.
- Executing initiatives to engage employees and create brand ambassadors within the organization. Participate in market benchmarking studies (like Best Employers, Great Places to Work, etc.) to identify appropriate best practices for implementation. Work for year anniversary awards, spot awards, performance bas awards, loan, and advances related benefits etc.
- Circulated Employee survey on timely basis and taking feedbacks, Organizing and promoting employee recognition programs to celebrate achievements and milestones.
- Analysing survey results and feedback to identify trends, strengths, and areas for improvement.
- Ensuring effective internal communication channels to keep employees informed and engaged.

➤ **Compensation and Benefits / Payroll:**

- Ensuring new hire and Exit paperwork is completed and payroll processed as per designated countries laws and regulations as per country specific statics and understands new compensation plans and guide employee to understand this with effective manner.
- Managing Payroll, Salary benchmarking, Leave Management, Statutory compliances like PF, ESIC, LWF, Gratuity, Income Tax, NPS, TDS, form 16, PT and other Medical health care benefits for employees, Vendor Management, Insurance Renewals, Reimbursement, Advances details, Invoices Analysing, evaluating, measurement, Payment Processing & planning Invoice Requirement, Total Reward strategies.
- Reviewing the Statutory and non-statutory benefits: Awareness of labour laws, tax regulations, and other legal requirements that might impact HR costs such as statutory benefits comprising of provident fund, employee state insurance, gratuity, earned leave, maternity leave, payment of bonus and non-statutory

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Ashwini Nalwar