

SAVINA PINTO

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SUMMARY

Dynamic and results-driven Senior HR Executive with over 3 years of comprehensive experience in HR functions, including onboarding, training and development, HR business partnering (HRBP), recruitment, administration, and employee engagement. Skilled in fostering a positive workplace culture, streamlining HR processes, and supporting organizational growth through strategic talent management. Proven ability to collaborate with cross-functional teams, manage employee relations, and implement effective HR strategies that align with business objectives. Strong communication and problem-solving skills with a commitment to enhancing employee experience and driving organizational success.

SKILLS

- Employee Relations
 - HRMS and Administrative Management
 - Industrial Relations
 - Leadership and Team Collaboration
 - HR Business Partner (HRBP) Functions
 - Recruitment and Onboarding
 - Training and Development
 - Negotiation and Decision-Making
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WORK EXPERIENCE

Crest Data Systems Pvt. Ltd. Pune
Sr. HRBP Executive

Nov 2023 - Present

- Act as the primary point of contact for 100 Pune employees, fostering a positive and inclusive workplace culture.
- Plan and execute employee engagement activities, team-building events, and celebrations (e.g., festivals and milestones).
- Address and resolve employee grievances promptly while ensuring confidentiality and fairness.
- Oversee onboarding processes to provide a smooth transition for new hires, including orientation sessions and team introductions.
- Monitor and assess employee performance; assist in creating personalized development plans.
- Manage work anniversaries, performance reviews, and other HR lifecycle events.
- Oversee petty cash management and vendor relationships to ensure seamless office operations.
- Manage facilities and ensure the workplace complies with safety and operational standards.
- Coordinate with vendors for office supplies, event planning, and facility management.
- Maintain accurate employee records, including attendance, leaves, and payroll data.
- Support compliance with local labor laws and organizational policies.
- Conduct periodic audits of HR data and processes to ensure accuracy and compliance.
- Collaborate with leadership to align HR strategies with business objectives.
- Identify and address workforce trends and implement strategies for talent retention.
- Provide insights on employee satisfaction and propose initiatives for continuous improvement.

Human Resource Executive

- **Recruitment and Talent Acquisition** - Streamlined recruitment processes, reducing hiring time and enhancing onboarding success. Sourced and attracted talent through databases, social media, and other innovative platforms. Conducted interviews and evaluated candidates to ensure the best fit for open positions. Developed and updated comprehensive job descriptions and specifications. Reorganized placement and campus hiring processes, achieving a 40% reduction in time-to-hire and an 80% improvement in hiring success rates.
 - **Onboarding and Induction** - Directed the onboarding process, achieving a 10% reduction in time-to-ship and a 50% decrease in onboarding paperwork. Designed and implemented an effective induction program for seamless new hire integration.
 - **Training and Development** - Designed and executed training and development programs, resulting in successful upskilling initiatives. Launched coaching and mentoring programs to support employee growth and performance. Facilitated progress reviews and career development plans for employees.
 - **Employee Relations and Engagement** - Redesigned grievance and conflict resolution processes, reducing resolution time by 25%. Organized employee engagement and welfare activities, including indoor and outdoor events, to foster a positive workplace culture.
 - **Operational Excellence** - Managed the employee life cycle, ensuring smooth transitions at every stage. Handled time office management, ensuring 95% accuracy in payroll calculations and increased transparency. Delegated tasks effectively and provided tutoring for trainees.
 - **Audit and Compliance** - Successfully managed customer and statutory audits, ensuring compliance with regulations.
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INTERNSHIP**Amcha Ghar English High School and Jr. College • Amcha Ghar NGO** **2020 - 2021**

- Initiated & Managed fund raising for infants with medical requirements via Ketto, Fund crops, Impact Guru.
 - Curated project for necessary resource gathering for orphaned sr. citizens.
 - Embarking education to tribals on regular basis
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QUALIFICATION**Post Graduate in Business Management****2020 - 2021**

Kalina - University of Mumbai.

- Specialization in Human Resource Management (HRM).
- Thesis on "Strategic Human Resource Management".

Bachelor of Commerce**2015 - 2019**

Kalina - University of Mumbai.

- Relevant coursework in Economics and Business Management.

ADDITIONAL INFORMATION

- **Technical Skills:** Recruitment and Talent Management, KPI Tracking, Performance Management, Time and Attendance Management
- **Languages:** English, Hindi, Marathi
- **Certifications:** IATF 16949:2016, Computer Faculty Course