



Ms. Shruti Kohli

Manager - HR & Admin

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I would like to obtain a significant position as a HR professional, so that I can utilize my skills & contribute the organization with best of my abilities in achieving the goal

EXPERIENCE

DY Manager – Corporate HR & Admin – YAPP Automation India Pvt. Ltd. (Mar’ 2024 – Jun’2024)

- **On boarding & Employee Life Cycle:** Manage Pre-Employment Preparations, Orientation Programs, Integration Support, Induction and Completion of all the formalities.
- **Contract Labor and Vendor Management:** Handle Contractor Selection and Negotiation, Performance Management, Conflict Resolution, Reporting and Analytics, Continuous Improvement.
- **Recruitment Process:** Manage recruitment team for ensuring a smooth and efficient hiring process and develop effective recruitment strategies.
- **Employee relation:** Foster a positive work environment by addressing employee concerns and resolving conflicts promptly. Conduct employee engagement surveys to gauge satisfaction and implement improvements based on feedback.
- **Training & Development:** Identify ongoing training and development needs throughout the employee life cycle.
- **PMS & Appraisal:** Develop a comprehensive Performance Management System that aligns with the organization's goals, values, and culture. Create clear performance metrics, KPIs, and evaluation criteria for various roles within the organization.
- **HR Manual Policy Formation:** Compile all policies into a comprehensive HR Manual that is easily accessible to all employees. Present final policy drafts to senior management or the executive committee for approval.
- **Organization Chart & hierarchy preparation:** Create a visual representation of the organization's hierarchy, showing all departments, teams, and reporting lines

Manager - HR & Admin - LEMMA Technologies (I) Pvt Ltd. (Sep’2022 – Jan’2024)

- **On-boarding & Employee Life Cycle:**
 - ✓ The processes to include Recruitment support, Sourcing, Screening, Interviewing, Employee onboarding, Induction and Orientation, Trainee absorption, Payroll, Confirmation, Transfer, Promotion, Leave and attendance, Exit and Employee database update and management. Completion of joining formalities, bank account opening, handling HRMS, GreytHR system, SAP, OA , E-docs.
 - ✓ Capturing the data, sending joining documents and maintaining the new joiner's information in master MIS with all the details, Ensures the team is adequately trained and adept with various processes and systems. Builds and maintains Standard operating procedures (SOP) and process documents where necessary and unavailable. Maintaining the Sodexo and insurance database.
 - ✓ Employee grievance handling and resolution. Day to day employees query resolution. Keeping the record of active / inactive staff working at GLOBAL locations.
 - ✓ Evaluate existing HR processes against the ISO standard requirements. Identify areas that need improvement or changes. Ensure that all current HR practices are documented clearly. Conduct training sessions to ensure that HR staff and other employees understand the ISO requirements and their roles in the implementation.
 - ✓ Create awareness programs to inform all employees about the importance of ISO standards.
 - ✓ Define KPIs to measure the effectiveness of HR processes. Regularly monitor these indicators.
 - ✓ Schedule regular internal audits to assess compliance and identify areas for improvement.
 - ✓ Implement channels for employees to provide feedback on HR processes.
 - ✓ Client Escalation Handling, Investigate the underlying causes of client issues through data analysis and client feedback, Develop immediate solutions to address urgent client issues. Record all client interactions, issues, and resolutions, Analyze data to identify trends and areas for improvement.
 - ✓ Oversee HR administration, including employee records, contracts, payroll, and benefits. Collaborates with recruiting, payroll and other team members and provides pro-active communication to ensure maximum efficiency in the HR department.
 - ✓ Assists in the development of policies and processes stakeholders
 - ✓ Acts as the main point of contact regarding HR issues for both managers and employees in the regions that this role supports.
- **Employee Engagement, Reward n Recognition and Retention:**
 - ✓ Design and develop a robust Rewards and Recognition program that aligns with organizational values and objectives. Oversee the rollout of the program across all locations, ensuring consistent application and understanding among employees.
 - ✓ Engagement Communication Programs (ECPs), Regularly communicating business goals and results, Celebrating achievements and milestones, Encouraging two-way communication channels.
 - ✓ Manage the budget for the Rewards and Recognition program, ensuring cost-effective initiatives that deliver maximum impact
 - ✓ Establish metrics to assess the impact of the program on employee engagement and satisfaction
 - ✓ Strategy Development of designing and implementing comprehensive employee engagement strategies to promote a positive and inclusive workplace culture. Align engagement initiatives with organizational goals to enhance overall effectiveness.
 - ✓ Initiative Implementation of rolling out programs aimed at increasing employee involvement, such as team-building activities, wellness initiatives, and diversity and inclusion efforts
 - ✓ Develop performance management processes that emphasize continuous feedback and employee development.
 - ✓ Support managers in conducting regular performance reviews and goal-setting sessions.
 - ✓ Implement regular check-ins and town hall meetings to discuss engagement initiatives and gather insights.
 - ✓ Conduct regular assessments of employee engagement levels through surveys and focus groups.
 - ✓ Analyze survey results to identify trends, areas for improvement, and the impact of engagement initiatives on performance.
 - ✓ Analyze survey data and present findings to leadership, along with actionable recommendations

- **Payroll:**
 - ✓ Successfully managed the integration of payroll software, improving payroll accuracy and efficiency.
 - ✓ Utilized Microsoft Excel to create customized payroll reports and dashboards, improving data visualization and decision-making process
- **Exit Formalities:**
 - ✓ Responsible for supporting employees and managers with the separation process.
 - ✓ Completion of clearance formalities. Governance on of the last working data, Releasing RL and EL for exited staff

HR Officer - SkodaAuto Volkswagen Plant, Chakan, Pune (Dec'2019 – July'2022)

- **On-boarding & Employee Life Cycle:**
 - ✓ Create and manage the onboarding program. Prepare onboarding materials (handbooks, training schedules). Conduct orientation sessions. Ensure compliance with legal and organizational requirements (e.g., documentation).
 - ✓ Introduce new hires to the team. Provide job-specific training and resources. Set performance expectations and goals.
 - ✓ Identify training and development needs. Organize training programs and workshops.
 - ✓ Employee grievance handling and resolution. Providing timely assistance to the client and all SKODA stakeholders with HRIS support. Contract extension and salary revision HRIS
- **Training & Development:**
 - ✓ A well-rounded training program that includes leadership, functional, behavioral, and induction training can significantly enhance employee performance, engagement, and retention. Tailoring these programs to meet the needs of your organization and employees is crucial for success.
 - ✓ Design and execute the new employee orientation training; collect training needs, record the training activities; Monitor and control the training budget.
- **HRMS Support and Coordination:**
 - ✓ Responsible for maintaining the HR MIS with day-to-day updates. Preparing and submitting the Weekly report, monthly MIS report Act as a SPOC for employees. Support Managers in appraisal process-timely goal setting, etc. Ensure compliance to audit requirements & Face HR Process Audits.
 - ✓ Oversee the HRMS implementation and ongoing management. Act as the primary liaison between users and IT/vendor support.
 - ✓ Use the HRMS for personal information management (e.g., benefits enrollment, leave requests).
 - ✓ Doing the quality checks of MIS with operations team and SkodaAuto recruitment team.
 - ✓ Coordination with stakeholders for all the accountable service delivery
 - ✓ Contribution of roll out and continuous improvement of tools/systems for HR development. Provide related data and analysis reports when needed.
- **Employee welfare:**
 - ✓ Conduct the employee satisfaction survey for all the employees & submit report to the management.
 - ✓ Employee Medical Checkup & Vaccination drive.
 - ✓ Celebration of Birthday / Annual Day and Best employee award / Employee confirmation event.
- **Payroll**
 - ✓ Handle Payroll management to ensure employees are compensated accurately and on time while adhering to legal requirements
- **Exit Formalities:**
 - ✓ Completion of clearance formalities and communication respective stakeholders.
 - ✓ Governance on the last working data, notice period and leave encashment data.
 - ✓ Releasing RL and EL for exited staff

2) HR Generalist - Excel Agro Service Pvt Ltd (Nov'2018 – Dec'2019)

- **HR Onboarding and employee Life Cycle:**
 - ✓ Handle Induction, Documentation, HR Orientation, Process Appointment and Contract renew Letters.
 - ✓ Coordination with vendors, RM and EX-Employee for background verification
 - ✓ Creating action plans to increase employee engagement
 - ✓ Interacted with various levels of candidates, human resources and hiring managers for the recruitment.
- **Employee Relationship:**
 - ✓ Maintaining staff relations, helping in retaining a talented workforce.
 - ✓ Conduct weekly or bi-weekly meetings with business leaders and provide HR advice where necessary.
 - ✓ Provide guidance on the creation and implementation of HR processes and policies.
- **HR Off board**
 - ✓ Maintain EXIT Data, Get Clearances, Get Feedback, Release Letters – relieving and Experience, FNF process.

INTERNSHIP EXPERIENCE

HR Generalist Intern - Shoppers Stop (Apr'2018 – Jul'2018)

- **Project Title: "Competency Mapping"**
 - ✓ Analyzing key competencies to work on for an organization.
 - ✓ Job evaluation -analyzing job profile vis-a-vis company requirement.
 - ✓ Support to Training & Development team (Training Need Assessment, Gap Analysis and conducting people development initiatives etc.). Training & Activity management -Cancer & Financial Awareness Training, Corporate Social Activities, Team management, Leadership skills or ability.
 - ✓ Recruitment - Hiring from Naukri.com and other portals of the company, Telephonic & face-to-face interview.

HR Intern - Volkswagen Plant, Chakan, Pune (Oct' 2017 –Dec'2017)

- **Project Title: "Stimmungbarometer Survey".**
 - ✓ Conducted Stimmungbarometer Survey 2017 for around 1000 blue collar employees.
 - ✓ Promotes an atmosphere in which people can express their opinion openly and honestly.
 - ✓ Team work objective by complying with rules and process.
 - ✓ Preparing Training module for the employees.
 - ✓ Provide support to employees for the submission of their feedback & submit daily report to the HR Department.

EDUCATION

- **MBA (HR & Marketing)**
 - ✓ International institute of Management (Pune) : 2017 – 2019
- **Masters in Economics**
 - ✓ Mahatma Gandhi Kashi Vidyapith (Varanasi) : 2015 – 2017
- **Bachelors in Economics**
 - ✓ Banaras Hindu University – BHU (Varanasi) : 2012-2015

Social Projects

- Worked as a Trainee Coordinator for social purpose in Hans Cultural Center, Varanasi from the year 2013 to 2016.
- Organized Free Medicine Campaign at Varanasi Ghats for the welfare of the people.
- Organized Training & Development Session, Financial Awareness Training, Traffic Rule Campaign in Shoppers Shop, Pune.
- Preparing Training module for Volkswagen Plant, Pune.

Skills

- HR Management
- HR Administration
- Competency Mapping
- Training & Development
- HR Policy Formation
- Employee Relation
- Performance Management
- Task Oriented
- Employee Engagement