



Revati Paikekar

+919356679036

paikekarrevati@gmail.com

Pune

Professional Qualification

- ❖ 2020
Bachelor of Business
Administration
Pune University
63.75%
- ❖ 2022
Master of Business
Administration (HR)
Pune University
81.69%

Skill Highlights

- Employee Relation
- Employee Onboarding & Offboarding
- Administration
- Communication & Collaboration
- Vendor Management
- Adaptability

Personal Details

- Address: Sinhagad Road, Pune
- Marital Status: Unmarried
- Date of Birth: 11 Aug 1999
- Language Known
Marathi
English
Hindi

Executive Profile

Accomplished and goal-oriented professional with 2 years of experience as an HR Generalist, adept at working autonomously to foster a positive and healthy workplace environment. Enthusiastic, proactive, and self-motivated, with a strong desire to continuously learn and grow within the field of Human Resource Management

Employment Minutiae

Premium Transmission Pvt. Ltd.

Tenure: Sep-22- Oct-23|Management Trainee
Sep-23 to Till Date| Sr. Executive

• Pre-Onboarding & Post Onboarding

- ✓ Responsible for Background verification & Pre- Employment health Check-up of new joiners with external vendor.
- ✓ Organized travel and accommodation logistics for new employees, ensuring smooth onboarding experiences.
- ✓ Fostered candidate engagement and trust by maintaining clear and positive communication throughout the hiring process.

• Paperwork & Documentation:

- ✓ Ensure accurate documentation of new hires and maintain their personal files for audit purposes
- ✓ As the owner of the onboarding module, integrated onboarding activities within the HRIS and ensured a seamless onboarding process through the system.

• Induction Program for new Joinees:

- ✓ Orientation: Introducing new hires to the company's vision, mission, core values, and organizational structure, along with familiarizing them with key policies on attendance, performance expectations, travel and accommodation (domestic and international), reimbursement procedures, and the POSH (Prevention of Sexual Harassment) policy.
- ✓ Coordination: Facilitating seamless departmental inductions across all locations by actively communicating and collaborating with relevant stakeholders.
- ✓ Feedback & Check-ins: Organizing regular check-ins to collect feedback, address concerns, and monitor the effectiveness of the onboarding experience.

HRBP Activities:

- **Employee Experience:**
 - ✓ Monitoring employee experience by conducting 30, 60, and 90 days feedback sessions with new hires
- **Employee Engagement:**
 - ✓ Support in organization employee engagement survey and collating data
- **Rewards & Recognition:**
 - ✓ Coordinating monthly Rewards & Recognition nominations, distributing gift vouchers, birthday cards, and long service awards.
- **Employee Connect:**
 - ✓ Conducting monthly connect with employees to address workplace needs, assess HR support required in their daily tasks, and gather suggestions to enhance workplace culture
- **Employee Grievances:**
 - ✓ Providing comprehensive support to employees, assisting them in overcoming challenges, and helping them find creative solutions
- **Internal Communication & Employee Branding:**
 - ✓ Facilitating clear internal communication regarding new hires, organizational updates, birthdays, work anniversaries, new guidelines, and other important changes.
- **Exit Formalities:**
 - ✓ Conducting exit interview & other exit formalities.
- **Administration:**
 - ✓ Managing invoice processing through SAP, overseeing vendor relationships, ensuring uniforms and safety equipment are available for new joiners, and handling the creation of ID cards, as well as the allocation of SIM cards and business cards.