

Kalyani Mokashi

HRIS Specialist, HR Operations



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PROFILE

As a highly experienced HRIS Specialist, I possess over 10 years of experience in handling overall HR Functions & implementing and managing human resource information systems. My biggest achievement in this role has been successfully streamlining the HR processes and increasing efficiency by implementing a new HRIS system for my current & previous organizations. With strong attention to detail and exceptional problem-solving skills, I am able to troubleshoot and resolve any issues that may arise with the system. My excellent communication and interpersonal skills allow me to effectively collaborate with cross-functional teams and provide training to employees on the use of the HRIS system. I am also skilled in data analysis and reporting, ensuring accurate and timely delivery of HR data to management.

PROFESSIONAL EXPERIENCE

Busybees Logistics Solutions Pvt Ltd,
Associate Manager

July 2022 – present | Pune, Maharashtra, India

Dexters Logistics Pvt Ltd, Assistant Manager

March 2021 – July 2022 | Pune, Maharashtra, India

KSH Group, Assistant Manager

March 2016 – May 2020 | Pune, Maharashtra, India

Silver Ice Beverages, Executive

August 2015 – March 2016 | Pune, Maharashtra, India

Agravarti Process Engineers Pvt Ltd, Executive

July 2013 – August 2015 | Pune, Maharashtra, India

Job Profile:

Strategic Planning & Organization Development:

- Instituted change-management practices in the organization, including organizational restructuring & manpower rationalization initiatives.
- Formulated & implemented the policies to focus on development to meet present and future goals and mission set by the organization.
- Developed and implemented strategies for screening and recruitment to combat high attrition rates and retain talent.
- Organisational Restructuring
- Defined OKR & KRA and KPI across all the employees
- Defined & implemented HR Processes
- Compensation benchmarking & salary restructuring

HRMS Integration & Implementation:

- Configuring the HRMS with the current HR processes & policies for all the modules
- UAT testing for all the HCM modules such as Recruitment, Employee Life Cycle, TNA & leave, PMS, Transfers, Separations, Payroll, PIP, Learning Management System, Position management, Alumni, Role & Permission management Etc.
- Setting up Workflows & Notifications
- Configure security and assign roles as needed and approved
- Create and maintain documentation of business processes
- Training the stakeholders & the employees
- Successful launch of HRMS across the organization
- Handling the Ticketing system
- Make recommendations to improve processes and efficiency
- Handling Power BI dashboard & Reports
- Supporting HR functions for smooth operations
- API Integrations
- Ensure data integrity through regular data validations and audits
- Assist with coordination of and lead efforts for a wide variety of ongoing or annual HR projects.
- Contribute to the overall HR team effort in delivering high-quality service and projects

HR Operations

- Payroll & Time & Attendance, Statutory compliance, Salary Benchmarking

SKILLS

HR Operations	● ● ● ● ●
Communication skills	● ● ● ● ●
Attention to Detail	● ● ● ● ●
Problem-Solving & Critical Thinking	● ● ● ● ●
User Support and Training	● ● ● ● ●
Change Management	● ● ● ● ●
Team Management	● ● ● ● ●
Analytics and Reporting	● ● ● ● ●
HRIS Implementation	● ● ● ● ●

LANGUAGES

English	● ● ● ● ●
Hindi	● ● ● ● ●
Marathi	● ● ● ● ●

EDUCATION

MBA Human Resource Management,
Pimpri Chinchwad College of Engineering
Pune, India

Bachelor of Engineering (Textile),
Dattajirao Kadam Textile & Engineering
Institute
Kolhapur, India

- Employee Engagement Activities
- Training & Development
- Talent Acquisition
- Induction and Joining Formalities
- Employee Separation
- Performance Management
- Employee Welfare & General Administration

KEY ACHIEVEMENTS

Successful implementation of HR policies and processes resulted in enhanced employee engagement, improved retention rates, streamlined onboarding procedures, and increased overall organizational productivity

Implemented a new HRIS (Human Resources Information System) that streamlined HR processes, resulting in a 40% reduction in administrative tasks and a 25% improvement in data accuracy.

Led the successful implementation of a company-wide HR transformation project, resulting in a 20% increase in overall employee engagement and a 15% improvement in retention rates over three years.
Successful completion of Grading structure & Succession Planning

Revamped the performance management system, integrating continuous feedback mechanisms and SMART goal setting, leading to a 35% improvement in employee performance ratings.

CERTIFICATES

- Learning Introduction to SuccessFactors Foundation Module
- Learning SAP Human Capital Management
- Certified - Psych geometry analysis
- Certified for Leadership skills for HR Functions based on Chanakya's Sutras
- Attended Full day workshop on "Management of conflicts "
- Certified for Competency Mapping & Competency Based Interviewing
- Attended masterclass for IC members - practical challenges & critical aspects under POSH
- Successful completion of ISO Audit & qualified for Certification ISO 9001:2015