

Veena P Ghulanawar

📞: +91 – 9380397691,9325580617 ✉: veenap24@rediffmail.com

Accomplished HR Executive

- **Goal oriented professional** having 06+ years of experience in **HR Management**, includes providing HR support, guidance, advice, and services to all company staff.
- Expertise in **managing payroll, maintaining** leave & attendance register, preparing salary sheet of group company, events organization, employee compliances (i.e., PF, ESIC, PT) and employee engagement.
- Skilled in dealing promptly/politely with queries raised by company employees, managers & external personnel. Able to manage a varied workload in a fast-paced environment.
- **Possesses passionate, enthusiastic, tenacious** personality and is committed to looking after the interests of both employees and employers at the same time.
- Extensive knowledge of **HR administration, principles, practices**, and laws. A keen communicator with presentational and interpersonal skills.
- **Motivated and goal driven team leader** with strong work ethics, continuously striving for improvement coupled with excellent administrative aptitude and the commitment to offer quality work.

AREAS OF IMPACT



PROFESSIONAL EXPERIENCE

Since Aug'2023 as Executive HR in Vega Auto Accessories Pvt Ltd. Belagavi, Karnataka India.

Training & Development

I. Training Execution :

- Develop and implement training plans
- Coordinate training scheduling.
- Evaluate training effectiveness and make recommendation for improvement.
- Collaborate with subject matter experts to design and deliver training programs.

II. Training designing:

- Design to develop training program courses and materials.
- Create engaging and interactive learning experiences.
- Develop assessments and evaluation to measure learning.
- Ensure training materials are accessible and meet learning objectives.

III. Training facilitator :

- Evaluation of training effectiveness and provide recommendations for improvements.
- Deliver training programs ,workshops and courses.
- Provide coaching and feedback to participants.
- Encourage participant engagement and interaction.

IV. Training Co-ordination

- Develop and implement evaluation methodologies and tools
- Analyze data and provide recommendations for improvements.
- Identify areas for improvement and develop strategies for addressing them.
- Evaluate training effectiveness and impact .

Audit Documentation

- Liable for audit documentation (ISO,EMS).
- Communicating audit findings and discussing in case of NC closure.
- Victoriously Certified as Internal Lead Auditor for EMS 14001 2015.

Employee Induction & on-boarding

- Responsible for performing orientations and update records of new staff.
- Conducting class-room inductions.
- Conducting field-inductions.
- Follow-up regarding joining -kit and enrollment.

Performance management system.

- Activities in PMS system (designing Job-description,selecting KRA-KPI's).
- Identifying training and development opportunities for employees based on their performance evaluations to grow them professionally.
- Implementing programs to recognize and reward high performers,which can boost morale and motivation.

Internship Mentoring

- Clearly outline what is expected of interns in terms of tasks, work hours, and deliverable.
- Offer an overview of the organization, its culture, and its processes.
- Provide necessary training for tools, software, or systems they will use during their internship.
- Pair interns with experienced employees who can offer guidance, answer questions, and provide feedback.
- Schedule regular one-on-one meetings to discuss progress, challenges, and development.
- Conduct formal or informal evaluations to discuss performance, strengths, and areas for improvement.
- At the end of the internship, gather feedback on their experience to improve internal process if required followed by issuing completion certificates.

Employee Mediciclaim benefits

- Manage and administer employee mediclaim policies with ICICI Lombard.
- Ensure timely and accurate premium payments.
- Co-ordinate with ICICI for policy renewals,amendments and cancellations.
- Provide guidance on policy coverage,eligibility.
- Provide guidance on policy coverage,eligibility,and claims procedure.
- Resolve employee queries and concerns related to mediclaim policies.
- Maintain record and documentation of employee benefits.
- Analyze and recommend improvements to employee benefits programs.

Since Jul'21 as Executive HR in Montanari Lifts Components Pvt Ltd.

Recruitment Management

- Responsible for screening and interviewing candidates to ensure we put forward the best quality.
- Interviewing candidates combining various methods (e.g., structured interviews, technical assessments and behavioral questions) after selection reference checking, checking the parity in the pay, issuing appointment letter only after completion of all relevant docs.
- Accountable for issuance of confirmation Letter on completion of 6 months after taking HODs approval.

Talent Acquisition Process

- Accountable for managing full recruitment life cycle across all functions
- Ensuring that the Job Requisition Forms are completed for all positions sourced

New/Replacement.

- Liable for attendance data maintaining from Biometric machine.
- Drafting mails/letters for requirements for any employee and maintaining employee personnel records.

Interview Skills Training and Empanelment

- Performing Training activities, conducting follow-up of all completed training to evaluate and measure results.

On-boarding & Induction

- Responsible for performing orientations and update records of new staff.
- Proactively providing the necessary tools for new joiners such as Stationery, ID cards, Visiting cards, Bank Account generation, uniform, and transport arrangements.

Function Alignment

- Leading by example in all matters of discipline, respect to seniors, office timing, mail etiquette, so that every individual can learn corporate culture.
- Creating and distributing internal communications regarding status changes, benefits, or company policies
- Proficient in developing organizational guidelines and procedures.

Auditing

- Liable for Assisting Audit documentation (ISO, EMS)
- Communicating audit findings and discussing in case of NC closure.
- Victoriously Certified as Internal Lead Auditor for EMS 14001 2015.

Compliance's Management.

- Maintaining PF, ESIC of employees and ensuring monthly PF ESIC of contractual employees.
- Booking Vehicle under Hazardous waste Form-10.
- Employees Yearly Health check-up under Form -07.

Administration.

- Maintaining employee benefit administration such as leave records, ESI, Mediclaim and etc.
- Proactively handling insurance-related issues - Employee Mediclaim.
- Managing the organization's employee database and preparing reports.
- Performing Employee Engagement activities.
- Promoting HR programs to create an efficient and conflict-free workplace.
- Assisting with Payroll Processing and managing Visa Processing of Employees.
- Handling Administration of all contract labour & General Administration like Housekeeping, Canteen, Employee Transport, Travel Desk and Canteen Management.
- Managing Time-office in regards with Contract labour, Transport etc.
- Following-up for vendors bills i.e., Labour bills, Security bills, transport bills, Telephone, Travel desk, and ensure posting details to share and responding to human resources related inquiries.
- Handling account setup within 15 days after joining, documentation for F&F settlement.
- Liable for Administration, Time-Office, Canteen Management, Travel-Desk, Leave Management.

INITIAL EXPERIENCE

Feb'21-Jul'21 as Payroll Processor in Paysquare Ltd.

Aug'17-Jan'21 as HR in Om Sairam Logistics, Chakan, Pune

Jan'11-Oct'12 as HR Executive in Panse Autocomps Pvt. Ltd. Moshi, Pune

ACADEMICS & CREDENTIALS

Master's in Human Resource and Personal Management from IIBM Delhi in 2011

Bachelor's Degree in Computer Application from Shivaji University Kolhapur Maharashtra in 2010

IT FORTE

Good knowledge of MS Office, Windows and Internet Applications, Payroll softwares, Recruitment softwares, ATS, Training softwares, HRMS.

PERSONAL DETAILS

Date of Birth: 24-10-1989 | **Languages Known:** English, Hindi, Marathi & Kannada.

Address: A/p Khasbag, Old P.B Road, Belgaum.-590003