

Jasmin Shaikh

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PROFESSIONAL SUMMARY

- **HR professional with 15+ years of experience** in driving entire gamut of HR, Admin & Legal. Which Include **10+ years of experience** as HR Manager in startup company. **TOTAL EXPERIENCE – 18+ YEARS.**
- Currently designated as **Manager – HR & Legal Affairs** with AccuService Global Technology Ventures Pvt. Ltd (**Hongkong based MNC company**)
- Expertise in **Recruitment, Management & Engagement, Performance Management, Employee Grievance Management, Reward & Recognition, Compensation & Benefits, Payroll & Statutory Compliance, Exit Management.**
- Well verse with **Data Management System** and **HR – MIS.**
- Experience in Handling **Appraisal process.**
- Practiced as **Advocate** in Civil and Family court.

COMPETENCIES

- End to End process
- Payroll Management (skills- hand on different HR software)
- Statutory Compliance
- KPI
- Employee Relations/ HR Advisory support
- Liasioning
- HR- MIS
- Non-IT Recruitment & Resourcing/Manpower Planning.
- Compensation & Benefits.
- Appraisal process.
- Employee Engagement
- Policy formation and Implementation.

EMPLOYMENT HISTORY

1. Current Company Name: **AccuService Global Technology Ventures Pvt. Ltd, Pune (MNC- China Based).**
Duration: **July'17 till date**
Designation: **Manager- HR & Legal Affairs**
2. Company Name: **Dreams Creation Pvt. Ltd (Animation & Gaming), Pune**
Duration: **May'15 to Mar' 17**
Designation: **Manager- HR & Admin**
3. Company Name: **Nancy Group, Pune**
Duration: **July'10 – April'15**
Designation: **Executive - HR & Admin**

PROFESSIONAL EXPERIENCE

1. WORK & RESPONSIBILITIES PERFORMED IN ACCUSERVICE GLOBAL TECHNOLOGY VENTURES PVT. LTD

- ⇒ **On-Boarding, Induction & Orientation:**
 - Responsible for smooth on-boarding of new hires.
 - Ensuring timely generation of Employee Codes & completion of documentation process.
 - Ensuring timely generation of offer & appointment letters.
 - Conduct HR Induction and orientation program.
- ⇒ **Payroll & Time Office Administration:**
 - Handling Payroll of Employees and Temp Manpower.
 - Responsible for Time attendance of all employees.
 - Attendance verification Leave recording in Attendance system.
 - Issuing warning letter to Concern Employees if, any indiscipline & Absenteeism.
 - Leave Management for the payroll and statutory benefit.
- ⇒ **Statutory Compliance & Liasioning:**
 - Filing up of statutory forms like ESIC, PF, Gratuity, PT, TDS
 - Handling Compliance Queries legally of ESI, PF, Electricity, Labor & Attending Cases accordingly.
 - Health Insurance Policy
 - WC policy
 - Maternity Benefit Policy

⇒ **Employee Relations/ HR Advisory support:**

- Appropriate resolution of employee grievances and implementing disciplinary procedures.
- Providing advice and guidance on individual employee relations cases, ensuring that these are well managed in line with local labor laws.
- Keeping up to date with legal developments and advising management on compliance and risk factors.
- Implementation and management of employee engagement and recognition programs.
- Conducting regular employee connect sessions to address their queries and grievances.

⇒ **HR Record Maintenance:**

- Maintain Personal file of every employee.
- Working on success factor Employee database management system, Monthly HR report.
- Updating files regularly.
- Maintain HRD files like Ethical Audit file, Contractors Agreement file, Statutory Registers.

⇒ **MIS:**

- Maintaining Employee Database (In Excel Format)
- Generating different types of Monthly MIS report like Attrition Analysis Report, Overall manpower report, of every Month.
- Preparing monthly head count and staffing report for management review.
- Other Data required by HO (China).
- ISO 9001:2008 & 9001:2015 activities related to HR.
- HR Planner maintains.

⇒ **Employee Engagement & Welfare Activities:**

- Interaction with employees on shop floor interviewing the problem of the person and counseling.
- Conducting new joiner meeting.
- Organizing various programmes and events on festivals and other occasions etc.
- Planning for employee's yearly picnic and other events.
- Attrition analysis and report generation.
- Administering full and final settlement process. And file closure attrition analysis and reports.
- Monitoring the headcount of company employees and contract employees.
- Conducting training on shop floor as and when required.

⇒ **Recruitment & Selection:**

- Understanding the skill sets required for the open positions and identifying appropriate sources for attaining the desired skills.
- Responsible for Screening, Short-listing of resumes from job portals, consultants and employee references.
- Coordinating with consultants and internal references, coordinating with candidates and line managers regarding recruitment requisitions.
- Responsible for interview scheduling, coordinating the written test for (trainee positions).
- Conducting Preliminary Interviews/Screening of candidates both in person and on phone.
- Conducting Reference check of shortlisted candidates.
- Negotiate with the candidate in salary and other related matters in consultation with the Management.

⇒ **Training & Development:**

- Identification of training need throughout the organization with the help of departmental heads. Preparing yearly training calendar.
- Internal and External training program.
- Listing internal and external faculties for the training program, short-listing the faculties, deciding the faculty remuneration and training cost.
- Taking feedback from the employees after the completion of program and reporting to Director and HO.

⇒ **Appraisal process:**

- Leading the Performance Review and Development Program including KPI setting, monthly performance review, increment, bonus and promotion.

⇒ **Policies formation & implementation:**

- Develop Employees handbook which includes all the policies for employees and implementing them on daily basis.
- Addressing and assisting employees' queries on policies, procedures & processes on a day-to-day basis.

⇒ **Compensation & Benefits:**

- To design & execute various strategies, policies & practices pertaining to performance management, Rewards, Compensation & Manpower Budget.
- Designing Compensation models / Pay Mix for Executives with focus on Long term incentive plans.
- To maintain competitive salaries and benefits provided to employees and ensure Pay for Performance model is rightly implemented in annual salary increase.

⇒ **Other Major Activities:**

- Preparing incident reports & taking the recommended action for all associates at location BU level.
- Handling termination cases related to harassment and negative employment checks and counseled resignation on performance grounds.
- Conducting Audits of various Manpower contractors.
- Employees VISA documentation – CHINA & other countries.
- Event Management- Company Annual Day, Festival Celebration, Diwali Gift Distribution, Employee Appreciation Award.
- Approval and submission: Timely submission of Manpower consultant bills.

2. WORK & RESPONSIBILITIES PERFORMED IN DREAMS CREATION PVT. LTD (ANIMATION & GAMING), PUNE

- Handling End to End recruitment process.
- Handling Payroll, attendance & maintaining the leave record of the employees
- Developing the HR plans and policies in conjunction with the company's overall development plan.
- Working out the compensation plan and policies.
- Conducting research to study the current compensation trends in the market.
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Handling employee retention scheme.
- Reference checks verify candidate's credentials.
- Developing various reports for management which make it easy to make decisions regarding the current resources.

⇒ **General Administration:**

- Vendor Management - Recruitment of new service vendors like labor supplier, canteen service provider, courier, etc.
- Approval and submission: Timely submission of Electricity bills, telephone / mobile bills, , courier bills, canteen bills, labor bills.
- House Keeping Supervising House Keeping activities of office Area.
- Facility Management - Canteen Management, Vehicle Management, Building Maintenance, Courier Management, procurement of require office equipment.
- Arrange employee motivational program. Also celebrate annual function of company and all festivals in company.

3. WORK & RESPONSIBILITIES PERFORMED IN NANCY GROUP, PUNE

HR: -

- Participating and Discussing with Management regarding the new policies.
- Maintaining the records and Status of Leave record, attendance register and personal files.
- **Recruitment**- Searching candidates through Job portal by giving advertisement or online search (Services of Naukri.com). Review all applications, shortlist candidates based on qualifications and relevant experience. Arranging interviews with Director of the company.
- **HR Letters** – Issuing offer letter, Appointment letter, Confirmation letter, Warning, Memos, Termination, Salary certificate, Relieving letter, Experience certificate
- Taking care from Induction to exit formalities of employees.
- **Disciplinary and Grievance Handling** – Handling all the grievance activities in the company.

ADMIN: -

- Vendor Management & Office Administration (Adequacy of Stationary / Provisions / Refreshments / adequacy of Sub Staff) Courier & Dispatch (Inward / Outward / Outstation) / also making record of local maintaining.
- Co-ordination with all department i.e., Marketing, Engineering, Accounts, Purchase Department.
- Maintaining record of AMC (Computers, AC, Cars, Pest Control, Insurance, Etc.)

4. WORK & RESPONSIBILITIES PERFORMED IN INDIAN KNOWLEDGE CORPORATION, PUNE AS SR. CONTENT DEVELOPER CUM EDITOR MAY'08-DEC'09

- Working as Head of the Management department and responsible for the proper functioning of the department.

- Preparing syllabus for different management subject as a tool for the proposal in different universities.
- Undertaking thorough development based on in-house work.
- Writing, editing and updating the content of the IKC SME to keep the company's standard.
- Upgrading the course material for different universities.
- Responsible for quality and timeliness of content deliverables.
- Providing assistance to team members.
- Quality checking for study material of the entire subject as per UGC rules and norms.
- Monitoring and keeping a track of all contents and written communication with authors.

5. WORK & RESPONSIBILITIES PERFORMED IN NUCLEUS CENTER FOR INTERNATIONAL EDUCATION, PUNE AS PROGRAM COORDINATOR DEC'06-MAY'08

- Managing and developing the entire course range in field of Management like maintaining record for students and faculty, recruiting staff, design course module, arranging the guest lectures.
- Making the suitable Timetable & also make amendment as per the need with minimum deviation.
- Keeping a complete track on Student about their attendance & solving the issues.
- Seminars, GD & PI of students, internal evaluations for different department session's progress / planning.
- Preparing visiting faculty salary statements.
- Interaction with faculty, student, corporate executive for guest lectures, etc.

6. WORK & RESPONSIBILITIES PERFORMED IN NESS WADIA COLLEGE OF COMMERCE / BMC, PUNE AS LECTURER - NOV'05-DEC'06

- Mercantile Law
- Corporate Law
- Business Entrepreneurship.
- Business Ethics

7. WORK & RESPONSIBILITIES PERFORMED IN QUEEN'S INSTITUTE OF FASHION DESIGNING, NASIK AS HR CUM ADMIN ASSISTANT - DEC 2002- DEC 2003

- Handling Institute HR & Admin Activities, Recruitment and Selection, placement for candidates.
- Leave administration
- Interacting with the candidates.
- Handled staff related issues.

ACADEMIC CREDENTIALS

- ⇒ **M.B.A (HR / PERSONNEL)** (1st Class) passed in May 2002 from Pune University with Distinction.
- ⇒ **LL. B (Higher Second Class)** in June 2003 from Pune University
- ⇒ **B.S.L (IInd class)** passed in October 1999 from Pune University
- ⇒ **H.S.C passed** from Sharda Vidhya Mandir, Rahata, 1996 from Pune University
- ⇒ **S.S.C passed** from J.E.S.S.P. English Medium School, Rahata in 1994.

OTHER PROFESSIONAL TRAINING

- ⇒ PMS (Performance Management System) - Professional Course
- ⇒ Management Development Programs (MDPs) – Time Management, Stress Management, Personality Development, etc.
- ⇒ Seminar on – IPR, Trademark, Copyright.

IT SKILLS

Proficient in computer operation

Operating Systems: Windows vista, payroll related software, HRM system

MS Office: Word, Power Point, Excel

PERSONAL DETAILS

Sex	: Female
Marital Status	: Married
Address	: B-5, FL No-1, Damodar Society, Bibwewadi, Pune – 411037(Maharashtra -India)
Languages known	: English, Hindi, and Marathi.
Nationality	: Indian.
Passport No.	: R6546862
Pan card No.	: BLXPS7629J

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Jasmin Shaikh
Pune