

**Shwetambari  
K.**

**Manager Human  
Resource &  
Administration**

**Profile Summary**

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**Shwetambari K.**

Pune, Maharashtra.

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A dynamic HR professional with **9+ years** of experience as **Manager- HR & Administration** With multiple industries i.e. **Hospitality- Group of Hotels & Resorts, Manufacturing (FMCG), Travel- Tourism & Service.**

Results-driven with a commitment to providing HR advisory support to all levels of an organization. Skilled in creating and implementing effective HR initiatives to drive organizational success. Proven ability to provide exceptional guidance regarding.

Recruitment, Payroll, Training & Development, Employee relations, Statutory Compliance, Employee Engagement and Employee wellbeing, Performance Management, HR systems and process automation, Compensation & Employee benefits, Competency Mapping, HR Operations and Administration support.

Competent in designing & implementing Innovative strategies, Policies & HR interventions for accelerated growth of the organization.

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**Skills**

Self-Motivated

Teamwork

Strong Verbal and Written Communication

Good Interpersonal Skill

Problem Solving

Self-driven and Independent.

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**Professional  
Experience**

**Sula Vineyards Limited- Manager HR & Administration**

Hospitality and Wine Manufacturing  
AUG 2023 to MAY 2024 NASHIK (10 MONTHS)

**Oxford Golf & Resort Private Limited- HR Manager**

Hospitality- Group of Hotels & Resorts  
MAY 2022 to MAY 2023 PUNE (1 YEAR)

**Falcon International Couriers Private Limited- Assistant Manager- HR**

International Courier services  
NOVEMBER 2019 - DECEMBER 2021, PUNE (2 YEARS)

**Mango Holidays India Pvt Ltd- Assistant Manager- HR**

International Tours and Travels  
APRIL 2019 - OCTOBER 2019, PUNE (6 MONTHS)

**Silver Ice Beverages- (RIO) HR Generalist**

Manufacturing of Beverages (FMCG)  
MARCH 2016 - MARCH 2019, PUNE (3 YEARS)

**Aditattv Travels Pvt Ltd (T-cabs) - Executive- HR & Administration**

MARCH 2014- MARCH 2015, PUNE (1 YEAR)

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## Key Responsibilities

- Hands-on experience in handling a large team of 800+ Staff (On roll) and 200+ (Contractual staff) with multiple vendors.
  - Oversee the human resources department as well as the Administration department of 11 team members and their functions.
  - Effectively liaised between senior management and employees to maintain and improve company-employee relations.
  - Researched, recruited, onboarded, and trained new company hires according to the needs of department managers and company budget
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## Key Responsibilities Handled

Talent Acquisition- Handling entire Employee Life Cycle  
Hiring through various job portals, referrals, colleges & consultants.  
Joining, Induction, orientation, documentation of new joiners.

HR Policy- Development, Implementation, procedures & benefits and ensuring compliance.  
Attendance & Payroll- Leave & Attendance Management Payroll processing through various software like HROne, Ascent Software, Mantra as well as in Excel.

Compensation Benefits- Payroll processing including monthly updates- Performance Bonus, Monthly incentives, quarterly MBO assessment & disbursement to employees.

Employee Relation- Employee grievances handling, feedback forms & monthly review meetings & outlet visits

HR Audit- Conducted & support to Internal as well as external audit as per Compliance since the company is listed.  
Knowledge of Statutory & Legal compliance.

Employee off-boarding- Conducting exit interviews & managing full & final settlements as per company policy.

Employee Engagement- Team building and fun activities conducted within team & cross departments at various outlets.

Learning & Development- Arranged various learnings & Development programs with external trainers as per requirement.

Performance Management System  
Reward and Recognition- Employee of the Month/ Employee of the quarter and  
Developing and implementing HR strategies and initiatives aligned with the overall business Strategy.

Handled IR issues

Keeping track of employee's activities in terms of confirmation, promotion, and transfer.  
Support current and future business needs through the development, engagement, motivation, and preservation of human capital.

Provide administrative support in companies' day-to-day operations.  
Maintaining employee relations and creating a transparent and healthy work environment.

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## Education

### **MBA- Human Resources [2010 - 2013]**

Navjeevan Institute of Management- **Pune University**

### **Bsc. Biotechnology [2007 – 2010]**

S. T. CO. Op Edu. Soc. Senior College Shahada- **North Maharashtra University**

### **Diploma in Labor Laws and Labor Welfare [2011 -2012]**

Navjeevan Law College- **Pune University**

### **H.S.C. [2004- 2006]**

Kai. Sau. G. F. Patil Junior College Shahada- **Nashik Board**

### **S.S.C. [2003- 2004]**

V. K. Shah Vidya Mandir Shahada- **Nashik Board**

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## Personal Qualities

Motivator and have ability to do work in a given timeline.

Excellent Verbal & Written communication

Able to grasp new systems and concepts quickly.

Leadership Quality

Multitasking and working with cross functional teams / people.

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## Additional Learnings, Skills Development & Certifications

LEAN

Six Sigma

HACCP standards

Food Law + FSSAI norms

Six Sigma- Green Belt- Certified by Asian Institute of Quality Management -2011.

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## Personal Details

Languages Known: English, Hindi, Marathi & Gujarathi

Date of Birth: 24-09-1988

Marital Status: Married

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