

# VIJAYA VASANT DHADWAD

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**Languages Known:** English, Marathi, Hindi.



## Objective

I intend to build a career with leading corporations in a hi-tech environment with committed & resolute people, which will help me to learn and explore myself fully and realize my potential. I am willing to work with honesty and commitment and ready to accept the new challenges and opportunities for developing a creative environment.

## Key Skills -

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| ▪ Talent Acquisition            | Performance Managements/Appraisal   |
| ▪ HR Operations                 | Learning & Development              |
| ▪ Learning & Development        | Talent Review & Succession Planning |
| ▪ Manpower Planning & Budgeting | HRIS                                |
| ▪ Business Partnering           | Employee Relations                  |



## **PERSONAL SKILL:**

- Having 9+yrs of experience in HR Professional with Manufacturing Industries. (Electronics, Molding & Automobiles)
- Excellent team player who listens, thrives on collaborating with diversely talented team members, and integrates their divergent thoughts, opinions, and perspectives into meaningful action.
- Target Oriented Optimistic, Enthusiastic and good time-management skills.
- Strong Dedication towards the task & troubleshooting skills.
- Flair for adapting quickly to dynamic HR environments; adopting a realistic approach in improvising on solutions & resolving complex issues.
- Excellent analytical and decision-making abilities with flexible & detailed oriented attitude.
- Learn and adapt to new procedures and policies concerning HR activities.
- Energetic, and perform under pressure in a fast-paced, rapidly changing environment.
- Good interpersonal skills, good co-ordination & flexibility to collaborate with a cross-functional team.
- **Significant experience with using and handling Human Resources Information Systems along with payroll administration and HR data management tools.**
- **Hands on experience of workday module (Recruitment, Performance management, Learning & Development & Talent management).**
- **Knowledge along with hands on experience of Ascent (payroll, attendance & leave management).**

## JOB EXPERIENCE:



### Work Experience.:

Presently associated with **Hitachi Astemo India Pvt. Ltd.\*** in Human Resource.  
(14<sup>th</sup> Feb 2023 to till date -1-year,10 M)

### **Hitachi Astemo India Pvt. Ltd.:**

- **Designation: Deputy Manager (HR Operation & development)**

### **Key Result Areas:**

#### ➤ **Talent Acquisition-**

- End to end recruitment of Diploma & Degree Engineers, (Apprentice) and driving campus recruitment of GET's & GA's.
- Office staff's recruitment, Job requisition approval in workday and job posting as per budgeted HC.
- Sourcing of candidates from job portal and drive internal opportunity programs by facilitating internal movement of employees by carrying out IJO (Internal Job opportunity)
- Handling end to end recruitment activity from sourcing to salary negotiation and rolling out offer letters after approval till employee onboarding.
- Maintaining transfer and recruitment data & Hard copy of personnel files.

#### ➤ **Learning & Development-**

- Collecting training needs from HOD's based on organizational requirements during PMS discussion & feedback received from the employees.
- Preparing training calendar for the year and releasing Annual Training calendar
- Releasing Monthly calendar and arranging trainings from external and internal faculty and coordinating with employee query related training (Behavioral training, Mandatory training).
- Ensuring timely completion of Training Feedback, Pre and post training effectiveness documentation and ensuring compliance as per the Training procedure and Training Plan, continuous monitoring of training plan vs actual, amendment of the procedure basis changing.
- Customer requirements and maintaining all training related data and documents, Ensuring proper updation of Skill Matrix of all shop floor employees with the help of line managers.
- Ensuring timely completion of Talent review by the 9 Box method to drive smooth execution of succession Planning for the senior positions in the plant.
- Organizing Job assessment of potential candidate with the CFT team and creating internal talent pool for fulfillment of senior position by job change or by job movement.

#### ➤ **PMS-**

- Co-ordinating with leadership team for goal setting in system (workday) for cascading to the team members.
- Guiding employees to update KPI and goals in system.
- Driving Performance Appraisals for company staff, educating managers as well as employees about the process and ensuring closure within stipulated deadlines.
- Closely monitoring Half year review/evaluation for employee and manager and performing calibration with site HR Head.
- Aligning calibration as per the guideline and sharing the final calibration with the HODs.
- Preparing salary revision based on the rating and distribution guidelines within budget and proceeding for management approval.
- Preparing and issuing salary revision letters with employees.
- Updating revised salary revision file in system & sharing with finance for budget purposes.

➤ **Employee Engagement-**

- Driving Employee Engagement Surveys across the site level and ensuring 100% participation of employees to achieve engagement score.
- Discuss and share engagement survey results with the functional manager and leadership team.
- Planning survey result discussion meetings function wise and preparing action plan based on inputs and driving till result output.
- Contribute to a positive employee experience; hence, boosting their morale to be more productive.
- Planning Town hall meetings and workshop functions for awarding employees for their achievements.
- Co-ordinating for organizing workshops for cascading of information by the top management to the employees. (Organization goals, achievement etc)
- Carrying out engagement activities for employees for motivation and engagement at workplace.
- Preparing and releasing engagement calendar and ensuring event celebration as per the calendar.
- Planning and coordinating festival and event celebration in plant as per engagement calendar along with culture team. (Sankranti, Holi, Dasara, Diwali, Navratri, Ganpati, Engineers day,)
- Organizing Coffee with MD sessions with employees, organizing sports tournaments for employees. ( cricket, badminton, carrom)
- Co-ordinating with CFT for R&R activities e.g Best Employee Award, Suggestion Scheme Award, Kaizen (CI) Awards, Quality Star award.

➤ **HR Operations -**

- Preparing HR policies and amending HR procedures in line with changing customer or business requirements and ensuring various HR processes and systems run smoothly.
- Establish clear objectives for the human resources department and monitor their progress using smart metrics.
- Managing & Supervise core HR processes & HR systems that ensure smooth organizational functioning. (Recruitment, Onboarding, Performance management and Payroll & HR systems)
- Driving digital tool for conducting surveys, evaluation and feedback form via MS form for collecting & analyzing data for HR dashboard.
- Resolving employees' queries, related to issues like payroll processing, insurance related and labor regulations.
- Schedule management sessions with new joined employees also executing employee satisfaction survey for new joined employees to understand employee satisfaction.
- Help & resolve major employee grievances and counsel employees and supervisors on employee relations issues.
- Responsible for Process representation in customer Audits & Internal Audits from HR side (IATF & customer Audits).
- Preparing MIS & Analysis of Monthly Attrition Report for Management Review.

**Work Experience.:**

Presently associated with **Jabil Circuit India Pvt. Ltd.\*** in Human Resource.  
(01<sup>st</sup> Feb 2016 to till 13<sup>th</sup> Feb 2023 – 7 yrs)

**Jabil Circuit India Pvt. Ltd.:**

**Designation: HR GENERALIST**

**PAYROLL & ATTENDANCE MANAGEMENT-**

Managing complete Attendance & Leave management in Ascent HRMs.

➤ **Payroll & Attendance -**

- Handling payroll of employees through Ascent HRMs.
- Timely Updation of Employee time & attendance in HRMs System and trained employees to resolve attendance issue before payroll cycle.
- Maintaining Payroll & Muster of Attendance records in prescribed format & verifying Employees Master Creation/changes in System in HRMs System.
- Administered monthly salary processing management.
- Maintain & Update all Records & personal file of Employees.
- Preparing the salary Structure of the employees.
- Responsible for all the monthly inputs to be given and other employee related information for any changes in the designation, salary, promotion, transfer, termination, resignation, etc.
- Preparing full & final settlement of employees as
- Ensure Timely Process of Payroll activities to complete payroll within timeline.
- Co-ordination with Finance for prompt Deposition of Salary in employees Bank account.
- Resolving & guide employees about Salary Queries.
- Calculation of Leave encashment & Bonus details.
- Ensure prompt payment PF & ESIC & PT& Handling Employees related issues like PF-withdrawal, NPS & ESIC & ESPP.
- Guiding Employees for Tax Declaration & Proof Submission activity.

➤ **PMS-**

- Handling annual employee appraisal cycle activity & coordinating with Global team for Financial Allocation of Site level.
- Driving Overall PMS Activity with the help of Functions Leads & HR manager for preparing & ensuring 100% accuracy in Budget allocation & review.
- Guiding Employees for Self-Evolution Goal setting & Taking Follow up Manager about Manager Review.
- Preparing Final List of Appraisal along with Merit % & promotion as per Rating & review,
- Analysis of employee rating review & adjusting rating as per bell curve.
- Presenting PMS Data to Management team & Global team for approval with proper justification.
- Preparing & Issuing Annual Increment letter to the employees & keeping Confidentiality of salary changes.
- Updating Salary changes details in workday & Payroll system for Payroll Process.

➤ **Recruitment:**

- Recruited candidates from entry level to Senior Management through various channels from as Job Portals, (Naukri, LinkedIn) according to the requirements of the Company standards.
- End to End recruitment Sourcing, Screening, Shortlisting, Salary Analysis & Negotiation and preparing Offer Letter & Appointment letter issuing to Employees, Taking Approval from Management on salary proposal, completing On-Boarding activities in workday & HRMs.
- Completing all the Joining Formalities as per the checklist.
- All Paperwork of employee's record keeping, maintaining file of new joiner with all necessary papers and keeping them in a systematic way to keep their confidentiality.

➤ **Exit formalities:**

- Complete end-of-end employee lifecycles include activities from No dues clearance & exit survey of employees.
- Maintaining exit documents & ensure smooth offboarding process.
- Preparing & sharing leave calculation, deduction & balance earning.
- Issuing Experience and Relieving Letter once all the Full & Final Settlement done.

**Employee Engagement Activities-**

- Co-ordination For various Employee engagement initiatives. (Festival Celebration & Arrangement of festival.
- Organize and conduct monthly programs (birthday celebrations, Event/Game Organization, festival celebrations, etc.). Organize Annual Sports or Various quiz for Employee.
- Coordinating Employee Motivation programs i.e., Suggestions Schemes, Safety Competitions.
- Plan & Co-ordinate For the gift & for Distributions to Employees.
- Taking Survey & feedback about Engagement Activity.
- Managing & Hosting employee welfare programs / policies like: GMC Policy for Employees, Annual Health Check-ups, Parental GMC Policy, Overall Coordination of Employee Health & Wellness program, and administering the same.
- Organizing appreciation & Long service award functions in the company. (Best Employee, Spot Award, Quarterly Recognition to the employee etc.)
- Preparing & Analysis of Monthly Attrition Report for Management Review.

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**WORKED ON SYSTEM**

- Grey- tip
- Ascent HRM's. (Time & Leave Management,
- MS Office (Word, Excel, PowerPoint, Power BI)
- Success Factor.
- Workday (Recruitment, on boarding, PMS, Learning & development)
- CMS (Canteen Management System)
- Coupa



## ACADEMIC QUALIFICATION

COURSE	UNIVERSITY	YR OF PASSING	GRADE
MBA(HR)	Pune	2019	B+
B. Sc (Botany)	Pune	2012	First Class with distinction
HSC(Science)	Pune	2008	Second Class
SSC	Pune	2006	First Class



## PERSONAL PROFILE

- **Date of Birth:** 11 July 1991
- **Gender:** Female
- **Marital Status:** Married
- **Permanent Address:** At-Taked BK, Nashik- 422403
- **Present Address:** Dandekar Nagar, Pimprala, Jalgaon-425001
- **Hobbies and interest:** Listening Music & Cooking etc.

### **DECLARATION:**

I hereby declare that the information gave above is true to the best of my knowledge and belief.

Date-

**Vijaya Vasant Dhadwad**