

# Manasi Dani

Result-oriented professional, with nearly 11 years of experience, pursuing a dynamic role in HR Operations, HR Shared Services and HRIS consulting in an organization of high repute for mutual growth and success. Targeting roles preferably in Pune and Bangalore.

## Personal Information

**Email:** manasi.n.dani@outlook.com

**Phone:** +91 9970294598

**Address:** Pune, India

**LinkedIn:**

<http://www.linkedin.com/in/manasindani/>

## Key Skills

- HR Operations
- Onboarding
- Employee Life Cycle
- Payroll Monthly Review
- Benefits Administration
- Audit Compliance (SOX)
- HRIS
- Oracle EBS Functional
- Oracle HCM Cloud
- Project Coordination
- Recruitment & Talent Acquisition

## Technical Skills

- Microsoft Office
- HRIS Systems
- Payroll Systems
- Applicant Tracking System (ATS)
- Performance Management
- ORACLE HCM CLOUD

## Soft Skills

- Adaptability
- Collaboration
- Communication
- Problem-solving

## Profile Summary

- Experienced **HR Professional at Cummins India Limited** with a strong background in HRIS consulting, HR Operations and Payroll support.
- Collaborated with stakeholders to **translate business needs into technical solutions**.
- **Subject Matter Expert in HR processes and systems**, offering guidance on best practices and system optimization.
- Successful assisted in **HR transformation projects** and managed large-scale global initiatives.
- **Experienced HR with expertise** in recruitment, employee relations, performance management, and policies.
- Coordinated for multiple business units to **align HR functions with organizational objectives**.
- **Excellence in providing training & mentoring** to newly & existing hired HR.
- Managed day-to-day HR functions, including onboarding, offboarding, and employee support, while fostering a positive work environment.
- **Achieved 100% compliance**, improved employee experience, and managed the employee lifecycle effectively.

## Experience *Growth Path:*

### **Apr 2022 - Jan 2024 -HRIS Tech Analyst - Cummins India Limited**

- Delivered HRIS consulting and payroll interface support for 8,000 employees in India and China.
- Organized HRIS training programs to enhance skills. (Oracle EBS)
- Engaged in user acceptance testing (UAT) for system improvements.
- Provided assistance with testing and implementing new HRIS enhancements.
- Worked with HR and IT teams to optimize processes and ensure accurate data flow.
- Addressed Performance Management system issues. (Oracle HCM)
- Implemented mass compensation system updates to ensure seamless payments during merit cycles and promotions for 1,000 employees.
- Partnered with business leaders for all employee related initiatives.
- Analyzed and revised current HR processes to more efficient ways of working; contributed to the design of a delivery model for their HR services.
- Consulted with management and other leadership to identify business processes.
- Functional support in transition from Oracle EBS to Oracle HCM Cloud project.

Education

- Masters in Personnel Management | MM'S IMERT | Pune | 2013
- Bachelor of Commerce | MMCC University of Pune | Pune | 2011
- Beginner German Course Level-A2 | Goethe Institute | Pune | 2011

Highlights

- Engaged in the Junior Manager Development Program organized by Cummins from 2021 to 2022.
- Streamlined the onboarding process, enhancing the candidate experience and reducing onboarding time.
- Successfully implemented process improvements, resulting in 80% increase in operational efficiency.

Visa Status

Germany Visa

*Apr 2016 -Apr 2022 -Human Resource Administrator - Cummins India Limited*

- Oversaw all HR operations for the employee lifecycle of 5,000 employees independently.
- Partner with the Talent Acquisition team to enhance and streamline the onboarding process.
- Directed onboarding programs to facilitate smooth transitions for new hires and managed personnel files.
- Maintained accuracy in employee records and managed HR data effectively using ATS and HRIS.
- Delivered monthly payroll support interfaces and conducted both internal and external audits. Sustained 100% SOX compliance over the past three years.
- Managed F&F settlements and terminations, ensuring timely processing while adhering to compliance requirements.
- Enhanced monthly bank payments processes to eliminate payment errors, resulting in cost savings.
- Provided extensive support for benefits administration (PF, Gratuity, ESIC) and medical insurance enrollments.
- Contributed to Performance Management during annual appraisal cycle.
- Engaged in developing and implementing HR policies and procedures to ensure compliance and adherence to best practices.

*Apr 2015 -Apr 2016-Human Resources Assistant -Cummins India Limited (Temp India)*

- Oversaw contract labor and ensured adherence to statutory requirements.
- Played a key role in the successful deployment of a contract employee attendance system.
- Organized and facilitated audits for contractors to adhere compliances.

*Jul 2014 - Mar 2015 - Human Resource Admin Assistant -PVR CINEMAS*

- Administered attendance management and provided payroll inputs.
- Directed the end-to-end recruitment process, including job postings and conducting interviews.
- Supported the organization of HR events and workshops. Addressed employee relations issues and administered benefits programs.
- Facilitated onboarding and training to ensure seamless transitions for new hires.
- Addressed employee relations issues and maintained 100% compliance on a monthly basis.

*Jul 2013-Jul 2014 -Recruiter -Yashaswi Personnel Services Private Limited*

- Assisted in recruitment by posting job openings, screening and scheduling interviews.
- Built and maintained strong relationships with hiring managers.