

SANGITA SOSA

Mumbai,

Contact: 8767725322

Email ID: sangitasosa2022@gmail.com

SHRM certification with **8+ years of experience** in partnering with business teams to create a thriving culture and manage people matters. Skilled in talent management, compensation, benefits, employee engagement, HRIS tools, and operations within Life Sciences and personal care brand domains.

KEY SKILLS

HR Skills - Talent Management, Compensation & Benefits, Employee Relations, Stakeholder Management, Vendor management, Onboarding, Off boarding, HR Compliance, Employee Engagement, Payroll Management, Performance Management, Policy Development, HR Analytics

HRMS Tools - Workday, SAP, SharePoint, Service Now, Beehive, Port, In-house developed tools (Genius Consultant Ltd)

EXPERIENCE

March 2022 – November 2024 (Contract)

HR Generalist - HRBP LEICA MICROSYSTEMS – A DIV. OF DANAHER

- Lead comprehensive HR Operations encompassing end-to-end management of hiring, onboarding, payroll, HR data, exit, benefits & culture administration
- Collaborate with Leadership & People Managers to advance Engagement, Retention, & identified people priorities
- Explore opportunities for enhancing operational efficiency by utilizing Workday & Payroll vendor effectively
- Provide guidance & support to associates & managers on HR policies, Queries.
- Empowered HR operations for pan India commercial headcount to ensure 100% solution timely delivery
- Monitored and processed compensation and benefits data along with monthly payroll
- Successfully managed the entire hiring and onboarding process in Workday, including the development and execution of 30-60-90 day immersion plans and employee induction programs
- P-file management and ensuring a seamless transition for new hires
- Vendor management, Coordination with TPA (Insurance) & Auditors (Internal & External)
- Collaborated with the CSR and CCN teams to organize quarterly employee engagement activities
- Planned the training calendar, monitored execution, and ensured completion by managers and executives
- Monitored timely issuance of confirmation letter, extension letter, experience letter & NOC
- Managed third party employees & consultant data & payroll

March 2017 – December 2019

Ass. HR Manager - Payroll, NIVEA INDIA PVT LTD.

- Managed 2 team member and 2000+ employees payroll independently pan India with 100% accuracy
- Monitored changes in labor laws and implemented necessary updates in company policies accordingly
- Streamlined and optimized the holistic onboarding process across India region, reducing time-to onboard by 70% and ensuring a seamless and efficient experience for new employees
- Issued various letters including Offer, Appointment, Deputation, Warning, Contract extension, Experience, maintaining accuracy and adherence to company policies
- Coordinated with relevant departments to generate UAN and ESIC TIC within specified timelines, ensuring compliance with statutory requirements
- Managed end to end vendor process in SAP starting from registration, PO generation, GRN, payment etc

April 2016 – March 2017

HR Consultant, DIRECTUS HR SERVICES

- Provided expert HR consulting services, Specializing in talent acquisition, payroll, Documentation, record, Reports and HR administrative activities

April 2015 – March 2016

IT Recruiter, Wipro Limited

- Sourced and Screened resumes by specialized skills and qualifications
- Interviewed candidates using various assessment methods including structured interviews, technical assessment and behavior questions
- Arrange and coordinate for Walk-in interviews
- Negotiate salary offers and benefits packages with selected candidates on behalf of company
- Schedule interviews between candidates and hiring managers, ensuring timely communication and feedback
- Collect and keep track of all documents for onboarding process

Nov 2013 – March 2015

HR Executive & Placement Coordinator, Nettech India Pvt Ltd

- Organized job fairs, workshops and other career related events
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- Analyzed student profiles to identify strengths and career opportunities, while evaluating employer requirements to effectively align candidates with suitable roles
- Updated databases with relevant job postings and resources for student access
- Scheduled & followed up with students after interviews or placements
- Maintained accurate records of student placements and outcomes
- Facilitated networking events between alumni and current students for professional development purposes
- Offered support and advice to students facing challenges during their placements
- Identified potential employers to hire students

EDUCATION

SHRM Certification

SHRM/HRCI- ProtouchPro Services

MBA – HR

Gujarat Technological University, Gujarat

B. Com

Veer Narmad Gujarat University, Gujarat

ACCOMPLISHMENTS

- Innovated payroll processes and strategies, leading to being awarded as the Potential Self-Starter of the Year - 2017
- Recognition for SAP (Vendor Management) project
- Reimbursement Online Tool project