



Rohini Hole

Sr. HR Executive



Contact

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Summary

A Certified HR Generalist with proven expertise in Payroll processing, Compliance, Recruitment & selection, Training, employee engagement leave and attendance management & implementing the policy and procedure having 5+ year handon experience. Demonstrates flexibility and adaptability in daily work and to changing strategies procedures. Industry segments worked with includes Pharma, Electrical , Construction, CA & Information Technology Service Industry

Education

- MBA (HR) - 2014-2016 : Vishwakarma Institute of Management (PU)
- BBA - 2011-2014 : Sinhgad Institute of Management (PU)

HR Software

- Easyhr
- Zoho People

Experience

Sr.HR Executive
April 2024- till now

Metapercept Technology Services LLP

- Supervise and guide team members, including Recruiters, Administrative staff, and HR Generalist interns.
- Supervised end-to-end recruitment, Assist in preparing job descriptions and posting vacancies on job boards and social media.
- Facilitate employee onboarding by organizing orientation sessions and preparing necessary documentation.
- Onboarding processes, successfully filling positions while enhancing the candidate experience.
- Handling payroll in ZOHO and assist in benefits administration, resolving employee queries promptly to ensure satisfaction.
- Developed and maintained HR policies and documentation frameworks, ensuring full compliance with labor laws and achieving ISO documentation.
- Assist in planning and executing company events, team-building activities, and celebrations.
- Coordinate training programs and workshops to build employee competencies and skills.
- Track certifications and mandatory training completions.
- Monitor & Assist in performance review cycles, ensuring timely goal setting, feedback, and evaluations.
- Act as the first point of contact for employee queries, concerns, and grievances, ensuring they are resolved effectively and promptly.
- Design & Manage HR budget and forecasting future.

Sr. HR Executive

Dahotre & Dahotre Chartered Accountants

April 2023- Oct 2023

- Assisted with day-to-day HR operations, including employee records, attendance, and leave management.
- Led end-to-end recruitment, sourcing, negotiating, and managing staffing goals within set TAT.
- Supervised a Junior HR Executive and collaborated with managers on position profiles and hiring needs.
- Conducted background verification checks and facilitated smooth onboarding for new hires.
- Managed probation confirmations, employee letters, and documentation for new employees.
- Handled exit formalities, including No Dues clearance and exit interviews to improve retention.
- Administered the performance management system (PMS), including reviews, assessments, and feedback.
- Processed payroll on time and managed statutory compliance (PF, ESIC, PT).
- Designed company policies to promote a positive work culture and organized monthly learning & development training program.
- Actively supported employee engagement initiatives and
- Addressed grievances in a timely manner.

Skills

- Recruitment and Retention
- Orientation & onboarding
- Performance Management System.
- Payroll Management
- Grievance Handling
- Employee Relations and Welfare
- Leave and attendance management
- Coordination in Training and development
- Statutory Compliance
- Employee engagement activities
- Handling international exhibition.

HR Generalist, Modular Infotech Pvt. Ltd.
Aug 2018- Oct 2021

- Successfully set up the HR department for Modular Infotech from scratch, including designing the organization's structure, HR manual, procedures, and forms.
- Streamlined recruitment processes, including resume screening, headhunting, and conducting interviews in collaboration with department heads.
- Managed the employee lifecycle, from onboarding and training coordination to performance assessments, exit formalities, and documentation.
- Identified training needs and coordinated with external trainers for employee development programs.
- Processed attendance, leave, and payroll data while ensuring compliance with PF, ESIC, gratuity, and labor laws.
- Organized and maintained employee records in a Document Management System (DMS) and supported ISO audits by aligning HR practices with standards.
- Coordinated employee engagement activities and addressed queries related to payroll, benefits, and compliance.
- Collaborated with the finance department to manage payroll, reimbursements, and vendor payments.
- Oversaw general office administration, ensuring smooth and efficient operations.

Recognitions

- Awarded with an Upcoming Performer in month of September 2017.
- Recognize for giving best performance in maintaining and reducing candidate recruitment budget of the company .

HR Executive, Sarthak Electromech Pvt. Ltd.
Dec 2017- July 2018

- Developed and designed the organizational chart for Sarthak Electromech, aligning manpower planning with business needs.
- Conducted job analysis, created job descriptions, and managed end-to-end recruitment processes to fill critical roles.
- Collaborated with the accounts department on payroll, benefits, and vendor payments, ensuring seamless operations.
- Managed attendance tracking, site visits, and employee performance monitoring, providing regular reports to the Director.
- Facilitated induction programs, employee engagement activities, and annual company events to foster a positive work culture.
- Maintained employment records, responded to policy-related inquiries, and ensured compliance with PF, ESIC, and Medclaim requirements.
- Enhanced organizational performance by identifying areas for improvement through regular feedback and implementing motivation and stress management initiatives.
- Provided content for the company's Facebook page and website, supporting internal and external branding efforts.

Certification

- A Certified HR Generalist with proven expertise.

HR & Admin Executive

SKP Global Medicine Pvt. Ltd.

Dec 2016- Nov 2017

- Managed daily attendance and leave data in CRM systems, ensuring accuracy and timely reporting.
- Coordinated and conducted the first round of interviews, scheduled interviews with managers, and handled onboarding processes for selected candidates.
- Drafted and implemented HR policies to support organizational objectives and compliance.
- Oversaw vendor coordination for international pharma exhibitions, ensuring seamless execution.
- Maintained and updated product inventory, housekeeping, and office stationery registers.
- Developed bi-monthly employee progress reports for performance tracking, reporting insights to top management.
- Conducted induction activities, arranged annual company events, and organized employee engagement programs on festive occasions.
- Handled end-to-end recruitment processes, employment records, and addressed policy-related inquiries via phone and email.
- Supported compliance by providing and following up on PF, ESIC, and Medclaim data with consultant firms.
- Managed company social media pages and provided data for website updates related to events and projects.
- Fostered a positive and healthy organizational culture through proactive initiatives and regular employee engagement.