



sheetalgaikwad26@gmail.com ✉

+91 7887438874 📞

Wadgaonsheri, Near Kharadi, Pune (India) 📍

www.linkedin.com/in/sheetalgaikwad in

Sheetal Sonkamble

HUMAN RESOURCE PROFESSIONAL
(Operations and Generalist)

Total 12 yrs Work experience, Immediate Joiner with 6 yrs. of rich experience in HR Operations, Expert in Statutory compliances, Employee Benefits, Policies, Performance Management, Compensation, Grievance Handling, Employee Engagement, HR Audit.

ACCOMPLISHMENTS

- **Salary disbursement authority:** Earned the trust and recognition of the directors, leading to the authority to disburse salaries, highlighting the honesty and faith the management has in me.
- **Streamlined Compliance-related issues:** Successfully streamlined and resolved online PF-related issues for employees, ensuring compliance and enhancing employee satisfaction.
- **HR department establishment:** Developed and stabilized the HR department, implementing HR manuals and policies, resulting in a stable workforce in areas.
- **Client or Vendor relations and payment process:** Developed strong business relations with vendors, ensuring timely task completion and implementing policies such as payment resulting in cost and time savings.
- **ERP System Implementation:** Successfully Implemented ERP Software within Organization for smooth Process.
- **HR Audit:** Support & take Part in HR Audit in organization under Labour Laws like Factories Act 1948, Contract Labour Act 1970, Shops and Establishment Act 2017.
- **Government Portal Handling:** Labour Management System, Maitri Portal, MPCB Portal, Shram Suvidha Portal, Aaple Sarkar, MCA, EPFO, ESIC, Mahagst, LWF ect.
- **Training & Development:** Preparation of training calender, Cordination with Supervisors/Managers/HOD, Scheduling & Maintaing Training session data

CORE COMPETENCES

HR Audits	Statutory Compliances
Employee Benefits	Compensation
Employee Engagement	HR Policies
Change Management	Emp. Orientation
Grievances Handling	Exit Formalities
Leadership Connect	HR Trainings
Payroll Handling	Merger & Acquisition

EDUCATION

Bachelor of Science

Pune University

2004 - 2007

Post Graduate in Human Resource

AISSMS Institute of Management
(AISSMS IOM), Pune

Pune University

2014 - 2016

Implementation / Tool

- Successfully got the HRMS Implementation
- Successfully Attendance Matrix software implementation
- Attended Workshop on AI Module & ChatGPT
- MS Office
- MS Outlook
- Advance Excel
- Tally ERP 9 & GST
- Certification Course on HR Legal Compliances + Compensation & Benefits with Payroll

Role and Responsibility

Senior Executive HR & Admin @ Tirupati Travels & Goods Service Pvt. Ltd., Viman Nagar, Pune.

02/2024– Till Date

Achievements

- **Payroll Processing:** Drivers Attendance monitoring daily basis coordination with site supervisors. & Monthly Payroll Processing in Excel Format. Finalize Salary data with HOD of Finance & Accounts. Approx.400 Drivers Employees Data for Monthly Salary processing
- **Manpower Management:** Coordinating with the various departments and Clients sites for effective onboarding and managing the staffing needs.
- **HR Interviews:** Conducting HR round interviews for potential candidates at the Head office
- **Grievance Handling:** Addressing employee grievances, including Operation team, HOD's, Employees, administrative staff, support staff (Drivers,peons), and ensuring prompt resolutions.
- **Data Management:** Maintaining and updating Employees data as Master data.
- **New Employee Coordination:** Guiding and coordinating with newly joined employees after the induction process.
- **Team Training:** Providing training and development opportunities to the HR team members.
- **PF & ESIC Grievance Resolution:** Streamlining grievances related to provident fund (PF) and ensuring timely resolution.
- **Policy Implementation:** Implementing HR policies and ensuring compliance across branches.
- **Documentation Audit:** Conducting Client side audits and 100% compliance.
- **Exit Process:** Checking and verifying exit data and coordinating with employees who have gone absconding, attempting to understand their issues and retain them if possible.
- **Attendance Monitoring:** Monitoring and maintaining records of leave of absence (LOA) acknowledgments, ID card issuance, and biometric punching
- **New Joining PF & ESIC Registration:** New Employees registration PF & ESIC Like UAN/ IP generation for Client side Compliances.
- **Monthly Compliance Sheet:** Monthly Compliance documents send to client's side for 100% compliance under Shops & Establishments Acts. Like Minimum Wages register (Wage Sheet), PF, ESIC, PT & MLWF Challan , Employees Salary Slips, Bank Statements ect.

HR Executive @ OM Management Consultants, Pune.

03/2023 – 12/2023

Achievements

Recruitment & Selection

- Manpower Planning & preparation of department wise.
- Sourcing of candidates through various channels such as Job portals, referrals, campus Interview etc
- Documentations such as Offer Letter, Appointment Letter & external Background Verification of all new Joinees.
- Creating Job Descriptions & KRA for each of the position.
- Contributed in streamlining the recruitment process by maintaining an efficient & effective candidate's database & HRMIS.
- Responsibility for full recruitment life cycle across all functions.
- Ensure that the Job Requisition Forms are completed for all positions sourced - New/Replacements.
- Sourcing candidates across Recruitment Database, Job Portals, social media, Employee Referrals, Job Fairs, Campus interviews etc.
- Offer Management including Negotiation, Reference Check, and Background Verification & Relationship Management.
- Maintain Employee Documents record file like Interview assessment form/New Joinee/ Exit Employee Data.

Payroll Process

- Handling Client Based Payroll process. (On Third Party Payroll)
- Payroll process like new employee code creation, addition, & deletion of employee.
- Attendance inputs like Lop, attendance bonus, allowance etc.
- Maintaining Attendance Register, Time Management, Employee database through Software's.
- Prepare salary break ups & salary restructures according as per requirement
- Attendance Employee Data -Leave of employee/workman/Contract labor.

- Managing the Wage & Salary administration related records & documents.
- Preparation of Appointment Letters issuing on contract base.
- Responsible to Generation various form like Generation PF UAN, KYC, Online claim transfer & ESIC IP generation for new employee.
- Preparation statements & deductions like, PF, ESI. Coordinating with a clients for monthly PF, ESIC, PT & MLWF compliances for all the employees & ensuring timely compliances.
- Monthly & quarterly Challan Preparation with remittance of Statutory compliances under Labour Laws.
-

Legal Compliances

- Maintaining & updating all Master cliental Data in Excel and ERP Software.
- New client requirement for related License & Registration, statutory compliances /Payroll Processing/HR Audit reply through mail drafting business purpose.
- Responsible to Generation various New code coverage under labour laws pan India basis like PF, ESIC, PT, LWF.
- Under Factories Act & Shops and Establishment various registration & renewals like Factory License, Contract Labour License & RC Registration, MPCB Consent etc.
- Handling claims related to PF & ESIC & Handling legal cases of employees in consultation with various authorities.
- Work as HR Consultant or Advisor related any new amendment or changes made in law copy or information timely share to clients as per Government Rule.

HR Day-to-Day Activities

- Daily Task Management in ERP Software.
- Successfully created and implemented HR policies in place.
- Support in implementation of Performance Improvement Plan for employees on extension of probation/during the year.
- Process owner for all Record Management pertaining to Employee's Personnel Files, Attendance Data, Leave Data, Salary payments etc. during the employee lifecycle for the regions.
- Drafting all types of letters. (Like Offer letters, Reliving & Experience letters, Appointment letters, Contract letters, Transfer & Appraisal letters. Joining formalities, Transfer formalities & Employee verifications. Etc.)
- Provided support to the Management & Business Functions specifically in the areas of people metrics, reporting & predictive analytics among others. Expertise in; KRA's & KPI's, goal setting, yearly evaluations.
- Handling Disciplinary action/proceedings process in the matters like unauthorized absenteeism, negligence, insubordination, through verbal counselling, written counselling, cautioning, warning, show cause notice, suspension.
- Formulating organization structure as per business plan & updating HR policies, procedures, & guidelines.
- Preparing training calendar for New joinee or Existing Employee at any new Amendmend or Government Circular or new process in market implement in SOPs.
- Provide Abstract or registers to clients under Labour Laws.

HR Manager @ Healing Hands Clinic, Pune.

06/2022 -02/2023

Achievements

- Effectively Hiring Process through Naukri Portal, Social Media Marketing, employee referral etc.
- Evaluated effectiveness of training programs and provided upper management strategic recommendations for improvements
- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for all new employees.
- Directed and controlled various benefit programs, including, medical, and Health Camps etc.
- Enhanced team workflows and employee job satisfaction by coordinating communication between Branch Manager and employees.
- Issued Offer Letter, Appointment Letter with CTC Structure. Managed new hire process by drafting offer letters, connecting with references, and reviewing all background check reports.
- Assessed and aligned compensation packages to market to attract highly qualified applicants for organizational vacancies, was get this done.
- Handling different 18 HHC branches Hiring to Exist formalities process.

HR Assistant (On Contractual basis) @ Darshana Industries Pvt. Ltd. Pune.

12/2021 - 06/2022

Achievements

- Onboarded new employees, including training, mentoring and new hire documentation.

- Planned team-building exercises to increase employee performance and job satisfaction.
- Interviewed, hired and trained staff associates and equipped to comply with company policies and procedures.
- Communicated with managers of other departments to maintain transparency.
- Conducted Training programs like Safety training, Firefighting training etc.
- Assisted with HR Manager with implementation of HR policies and guidelines
- Calculation Attendance on Roll & Contractual staff with supervisors Department (Plastic Molding, Zinc Die Casting, Press shop, Purchase & Dispatch Dept. etc.)
- Maintaining Attendance Register, Time Management, Employee database through Software's.
- Assign the shift in Matrix attendance software for corrective attendance report generation.
- Evaluation of Performance report through ERP software.
- Handling Statutory compliance under Labour laws like PF, ESIC, PT, MLWF calculation.
- Maintain the Abstract & registers for Monthly compliance HR Audit under Factories Act.
- From Joining to Exist formalities complete under HR policies.
- Arranging POSH Committee meetings.
- Expertise in; KRA's & KPI's, goal setting, yearly evaluations
- Prepare Training Calendar & Training Assessment report maintain.
- Training Need Analysis also done.
- Assisted Manager in interview process of prospective employees and provided feedback
- Employee grievances by taking corrective action.
- Maintaining & updating all statutory compliances. Submission of all statutory returns, Update & maintain various HR Policy & Practices, Maintained the database of Employees. Supervising overall Factory Housekeeping activities & accommodation. Query Handling/ Resolution of Grievance. Regularly monitoring, generating MIS.
- Responsible to Generation various form like Generation PF UAN, KYC, Online claim transfer & ESIC IP generation for new employee.
- Preparation statements & deductions like, PF, ESI. Coordinating with a consultant for monthly PF, ESIC, & MLWF compliances for all the employees & ensuring timely compliances.
- Handling employee grievances related to PF & ESIC & Handling legal cases of employees in consultation with various competent authorities.

HR Recruiter (WFH- In Covid-19) @ Experience Placement Consultancy, Pune.

10/2020 - 09/2021

Achievements

- Handling all Staffing Client and closely working with client to get more business for the company.
- Non -IT Recruitment end to end process.
- Job Posting on various Job Portals like Naukri, Shine.com, Indeed, LinkedIn etc.
- Done successful hiring for my company and meeting with Managers to understand the future requirements.
- Assessed and aligned compensation packages to market to attract highly qualified applicants for organizational vacancies, was get this done.
- End to End Recruitment for Staffing, basis client requirements making sure for delivering closure under defined Timelines and has been recognized as a key member.

HR Executive @ Alpha & Omega Computers Pvt Ltd. Pune.

08/2018 - 12/2019

Achievements

- **Payroll Coordination:** Acting as a liaison between the central payroll team and branches to ensure accurate and timely salary processing by providing necessary inputs.
- **Manpower Management:** Coordinating with the central recruitment team and branches for effective onboarding and managing the staffing needs.
- **HR Interviews:** Conducting HR round interviews for potential candidates at the branches.
- **Grievance Handling:** Addressing employee grievances, including leaders, deputy leaders, Employees, administrative staff, support staff (maids, drivers, peons), and ensuring prompt resolutions.
- **Data Management:** Maintaining and updating employee data in the ERP system.
- **New Employee Coordination:** Guiding and coordinating with newly joined employees after the induction process.
- **Team Training:** Providing training and development opportunities to the HR team members.
- **PF Grievance Resolution:** Streamlining grievances related to provident fund (PF) and ensuring timely resolution.

- **Policy Implementation:** Implementing HR policies and ensuring compliance across branches.
- **Documentation Audit:** Conducting audits and verification of HR documentation.
- **Exit Process:** Checking and verifying exit data and coordinating with employees who have gone absconding, attempting to understand their issues and retain them if possible.
- **Attendance Monitoring:** Monitoring and maintaining records of leave of absence (LOA) acknowledgments, ID card issuance, and biometric punching. (My Attendance Software)

HR Executive @ Rising Medicare Hospital, Pune.

09/2017 - 05/2018

Achievements

- Handling all HR & Admin Activities on basis.
- Manpower Planning & preparation of department wise.
- Sourcing of candidates through various channels such as Job portals, referrals, campus Interview etc.
- End to End Recruitment for Staffing, basis requirements making sure for delivering closure under defined Timelines and has been recognized as a key member.
- Joining & On-bOarding, Training, Compensation benefits, Salary Calculation, PMS, Employee Engagement Activities etc.
- Managed new hire process by drafting offer letters, connecting with references, and reviewing all background check reports.
- Conducted monthly/weekly staff meetings to motivate staff members, address concerns and questions, plan improvements, and evaluate progress toward goals.
- Handling Intelli Payroll Software for employee Master Data & Salary processing in Intellipayroll software.
- Training employees on how to effectively use the ERP system.
- Directed and controlled various benefit programs, including, medical, and Health Camps etc.
- Employee Relations and grievances, POC for any employees' issues and successfully take them to the closure.
- Handling Hospital Management Software for smoothly work process.
- Attendance verification through punching machine & muster roll register. Mispunching clarification by HOD.
- Handling Statutory compliance related Employee grievances.
- Arranging Employee engagement activity like Best employee of the Month, Birthday Celebration, Various days Celebration, etc.
- Timely HR Policy updation and circulate within staff.
- Completion of NABH documentation.