

SMITA PUROHIT

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PMS | OD Initiatives | Strategic HR | HRBP | Workshops & Offsite Facilitations

Experienced Human Resources Professional with over 8+ years of industry experience Organisation Development initiatives, HR Transformation, Organizational Effectiveness, Talent Management , Employee engagement, Employee relation, Policies, Training & development, Business Partnering, Leadership Development, Performance management, Sourcing & On Boarding.

Currently designated as **Asst. Manager – HR & Administration** with General Industrial Controls Pvt. Ltd.

I am an HR professional with 8 + years of total experience across national & multinational companies in Talent Planning & Acquisition, Performance Management, Training & Development, Change Management, Strategic HR, HRMS & Workflow management, Setting up & Streamlining HR Operations, Organization Development, Employee Engagement, Business Transition, Office & Site Administration. I have a deep and abiding interest in human psychology allowing me to work passionately in all facets of the dynamic Human Resource domain.

PROFESSIONAL EXPERIENCE

1. Setting up & streamlining HR for Start Up Companies and Managed HR for all companies

2. Integrated Talent Management

- Human Resource Planning & budgeting- Plan required capabilities as per projected business goals.
- Talent Acquisition- as per business goals through direct headhunting, placement agencies, campus placements and e-recruitment through job portals and job networking sites.
- Talent Assessment- Assess talent through, Competency Analysis. Analyze Gaps. Set up, drive & implement Performance Management system of 180 degree, 360 degree, one on one etc as per organization culture.
- Nurturing Talent through Training & Development- Review and analyze performance scores to identify training needs. Set up, drive & implement Learning & Development. L & D Budgeting.
- Create training programs in consultation with Heads of Departments post skill gap identification.
- Implement internal and external Office & Site trainings, Safety training programs & Security training programs.
- Conduct training programs for pilot projects for ITES companies onsite and offsite. Create tie ups with Training Partners.
- Retaining Talent- Employee Engagement, Redeploy talent, Rewards & Recognition, Employee Grievance Redressal, Design & Implement Employee Benefits

3. Organization Development

- End-to-End implementation and rollout of Success Factors Performance Management System for the entire organization.
- Key Member during the HR Restructuring Activity & worked very closely with the Organizational Leadership in providing seamless support
- Redesign of the complete Career Development Framework which involved the complete track definitions, roles and descriptions, skill definitions, PMS linkage
- Calibration Exercise for Operations Leadership Team - Identify the High Potential Employees in senior management & partner with Business Heads of respective employees to craft Individual Development Plans
- Facilitated team workshops, business off sites
- Create the vision, mission and values of the organization.
- Communicate the corporate vision and employer branding to internal and external customers through company profile orientation. Create and follow on boarding calendar
- Design and implement Compensation and Benefits
- Strategic Policy Making
- Create and review KRAs of Management, Heads of Departments followed by Departmental teams
- Assess Roles and Responsibilities and redefine them if needed.
- Culture Management

4. HR Business Partner

- Manage employee life cycle of 700+ employees.
- To partner with Business to roll out all key people processes- performance management, Engagement initiatives, development programs, R&R, retention and Talent management, grievance handling
- Manage & drive Career planning, people development & Leadership development initiatives
- Liaise with business to understand and drive tailor made initiatives that cater to their needs
- Provide deeper specialist advice to internal/external stakeholders.
- Led communication initiatives HR connect initiatives and Townhalls, Single handedly managed and resolved employee grievances across BU
- End to End implementation of L&D initiatives across the organization.
- Provide support to the management on initiatives like compensation mgmt., succession planning, top talent management, etc.

5. Streamline and Execute HR operations in a timely, innovative & efficient manner

- Set up HR operations and systems in alignment with business goals and objectives.
- Streamline Payroll, Compliance, Recruitment, Performance Management System, Learning & Development, Management Information System and Processes.

6. Human Resource Management Systems (HRMS)

- Design workflow management
- Implement HR modules in HRMS system.
- Conceptualize, configure and implement modules in HRMS system.

7. HR Audits

- Conduct internal Audits once a quarter.
- Face external HR audit.

8. IR & Administration

- Admin budgeting.
- Visa Processing.
- Optimum allocation of resources and cost minimization.
- Ensure safety and security in offices and sites. Ensure site employee welfare activities & all facilities are operational. Office and Site Hygiene.
- Repair and Maintenance of admin assets.
- Vendor Management.
- Develop admin team for effective administration.
- Manage site grievances.
- Handling Union members and deal with grievances.

NOTEWORTHY ACCOMPLISHMENTS

- Rich experience in Processing the Monthly payroll & adherence of all statutory obligations: EPF, Bonus, ESIC, Gratuity etc.
- Handle various aspects of Corporate HR policies for Manufacturing and ITES industry, reviews, statutory compliance and audits like-Bonus, ESIC, EPF, Gratuity etc.
- Introduction and Implementation of employee Appraisal process.
- Identifying training needs based on skillsets required for a particular position in coordination with the HOD, preparing training calendar and organizing trainings as per plan.
- Assess potential training needs.
- Budgeting of training investments.
- Formalizing the grades and designations in the organization.
- Managing the complete recruitment life cycle for sourcing the best talent from diverse sources to on boarding to exit.
- Implementing HRMS System.
- Setting up of HR policies and procedures.

My Professional Journey till date:

Name of the Organization	Duration	Designation
Wipro BPO	Aug 2006 – Aug 2007	HR Executive
IBM Daksh	Sept 2007 – March 2009	Lead – Human Resource
Faurecia Automotive	Nov 2014 – Oct 2016	Sr. Executive – Human Resource
Supreme Industries Ltd	Nov 2016 – April 2017	Dy. Manager – Human Resource
General Industrial Controls Pvt Ltd	April 2017 – Till date	Asst. Manager

ACADEMIC CREDENTIALS

- MBA-HRD from Pune University – 2017-2018
- B.COM from Goa University in 2002.
- 12th from Dempo College of Commerce Goa in 1998
- 10th Mushtifund Highschool Goa in 1996

SUMMER INTERNSHIP PROJECT

Organization: Faurecia Automotive Seating India Pvt. Ltd.
Project Title: A Study On “Design & Implementation of **“PERFORMANCE APPRAISAL SYSTEM”**”.

COMPUTER KNOWLEDGE

- Operating System: Conversant with Windows (Windows 95, 98, XP, Window 7).
- S/W Packages Known: Ms Office (Word, Excel, Power-point), worked on SAP.

INTERESTS

- Music
- Organizing activities
- Teaching (have a passion to teach spoken English Classes).

PERSONAL DOSSIER

Date of Birth: 22-April-1981
Linguistic Abilities: English, Hindi, Kannada, Konkani and ofcourse Marathi
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References: Available on request.