



# Kalyani Chetan Mokashi

Assistant Manager

## PROFILE SUMMARY

Currently handling the HR shared services Below are the major areas of my work: HRMS implementation Payroll and administration statutory compliance attendance and leave management Training and development activities Recruitment Employee life cycle management through HRMS Superannuation benefits Employee engagement activities Employee retention Employee welfare activities HR Budgeting strategic development change management

## EDUCATION

2013	MBA/PGDM <b>Pimpri Chinchwad college of engineering</b>
2011	B.Tech/B.E. <b>Dattajirao Kadam Technology Education Society</b>
2007	XIIth <b>English</b>
2005	Xth <b>Marathi</b>

## WORK EXPERIENCE

Jul 2022 - Present	Assistant Manager <b>Busybees logistics solution pvt ltd</b> HRMS implementation, payroll processing, strategic development, employee life cycle
Jul 2022 - Apr 2023	Assistant Manager HRD <b>Busybees logistics solution pvt ltd</b>
Mar 2021 - Jul 2022	Assistant Manager HR <b>Dexter's Logistics Pvt Ltd</b> Strategic Business Partner, organisational Development, Change Management, Performance Management System
Mar 2016 - May 2020	Assistant Manager <b>KSH Group</b>
Mar 2016 - May 2020	Assistant Manager HR <b>KSH Group</b>

## PERSONAL INFORMATION

- Email  
kp.shirke@rediffmail.com
- Mobile  
(+91) 9730372181
- Total work experience  
11 Years 0 Month
- Social Link  
<https://www.linkedin.com/in/kalyani-m-24899581/>

## KEY SKILLS

- HRMS
- payroll processing
- superannuation
- statutory management
- grievance handling
- hr generalist activities
- Training Management
- Recruitment
- Contract Staffing
- Onboarding
- Employee Grievances
- Joining Formalities
- OD Interventions
- PMS

## OTHER PERSONAL DETAILS

City Pune  
Country INDIA

## LANGUAGES

- english
- hindi
- marathi

responsible for employee life cycle mamangement,talent acquisition,employee engagement and welfare,employee grievance handelling,performance appraisal,training and development,startegic planning,policy formulation and upgradation,payroll and time management, employee seperation

Mar 2016 - May 2020

Assistant Manager HR

### KSH Group

Payroll Processing Statutory Compliances Attendance & leave Management Employee Engagement Recruitment Onboarding Exit Formalities Grievance Handelling Contract Labour Compensation & Benefits Superannuation strategic planning

Jul 2013 - Mar 2016

HR Generalist

### Silver Ice Beverages

- Leave and attendance management
- Preparation and analysis of Absenteeism Report
- Handling Employee Database (Both in Soft Form and Files Management)
- Ensure timely completion of Exit formalities, salary pending cases & new joinees formalities for the region
- Constructing HR Manuals
- Handling employee grievances
- Conducting employee Engagement activities
- Preparation of salary statement
- Daily updating organizational issues to the management
- Front office, Housekeeping & office amenities
- Conducting Training And development activities

## Projects

61 Days

### study of performance apppraisal model and practices

survey and analysis of employee and mangers view on the performance appraisal model of sandvik

## COURSES & CERTIFICATIONS

- NIIT CERIFICATE, CLHRD personality developement corse, MSCIT