Ms. Bhagyashri Pathak.

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12.5+ years of impeccable experience focusing on HR Generalist functions with special focus towards Training, organizational growth & productivity through motivational process & initiatives.

Area of Expertise: HR, Training & Development, People Management, Team Handling, Employee Engagement Activities, ISO, Payroll and Statutory Compliances, HR Analytics & SAP Certification, HRIS, Employee Wellness & Relations Management, Organizational structuring and policy formulation, implementation and development and many more.

HR Functions:

- Ensuring to fulfill the manpower requirement of the Organization by designing the recruitment strategy & tools, right forum Screening Resumes, Co-ordination interviews & Job Requirements.
- Developing & implementation of the Performance management tools & Generating Performance Appraisals Analyzing.
- Worked closely with HODs for retaining employees & recruiting talented personnel as per manpower requisitions received.
- Formulated and managed new store level HR policies, Employee Proposal System's, Communication programs & enhanced People Engagement Activities.
- Executing full & final settlement of the resigned employees to create brand image of the organization.
- Strategic & Futuristic perspective: Constantly reviews departmental and enterprise objectives to ensure they
 are aligned with the organizational goal and makes changes if they do not. Makes complex ideas, issues and
 situations clear and understandable.

Team Building & Performance Management:

- Improved & implemented a performance measurement & development program for superiors focused on enhancing management performance with the team building sessions and activities.
- PMS Process: To overview the current PMS process and implementation more effective and transparent PMS
 culture within the organization by using various methods like Competency Management, Setting up KRA &
 KPI's, etc.
- Collaborating with department heads and managers to develop performance evaluation criteria and metrics KRA & KPI's system that align with job responsibilities and organizational goals.
- Providing guidance and training to managers and employees on the performance appraisal process and importance of ongoing feedback.
- Coordinating the performance appraisal process including Goal Setting, Quarterly & Yearly Reviews and annual performance evaluations.
- Appraisal Process overall follow-up and co-ordination.
- HR Initiatives Employees monthly Open Forum, Birthday Celebration, Safety Week, Sports Day Celebration, Annual day Celebration, Environment Day, Women's Day, Reward & Appreciations, Traditional Programs, Dasara & Diwali Celebrations, FUNFAIR Event, etc. as per Employee Engagement Calendar.
- Spot award arrangements, Declaring Employee of the Month, etc. small recognitions for upgrading employee's enthusiasm. Other related functions etc. planning and conducted successfully.
- Conducts weekly & monthly activities for team building, manage outbound activities.
- First point of contact for all employees in the organization.

HR Planning & Cost Reduction:

- Application and successful implementation of HRM & ERP Systems.
- Successful application of HR practices & Planning within the organization.
- Analyzing the demand, investment, manpower's resource & expenses to make concrete action plans for the division.
- Responsible for presenting Monthly & Annual dashboard reports to management.

Policy/SOP Implementation & ISO Documentation:

- Processing & implementing strictly in conformity with Quality norms laid.
- Efficient working knowledge of ISO standards & practices with the internal QC.
- Responsible for all the ISO documentation & facilitators for QC in the organization.
- Independently handled ISO surveillance audit.
- Implementation of all QMS, ISO 9001:2015, 27001:2022 ISO Procedures with all documentations throughout the organization.
- Administer company policies and SOP's are implemented effectively and procedures are aligned with existing Labour Laws.
- Maintaining accurate and up-to-date HR documentation in compliance with Audit requirements.
- Collaborating with cross-functional teams.
- Member of policy formation team, made employee friendly policies.
- Accomplishment of vision and mission, responsible for implementation of policies.
- Monitoring the policy executions at Region level thus help to retain high performance individuals.

Cost Analysis and Annual Budget Plan:

- Formation and finalization of Annual Business Plans (ABP).
- Presentation to the Management, approval and implementations.
- Set the procedures for cost tracking and monthly manpower cost monitoring.

Induction Training:

- Company Overview (History, Business, Market, Products/ Services, Geography, Company Policies, Organization Culture, Working Process, Technical/ Domain and Job Profile of Individual.
- Designed a detailed Induction Manual for the self-learning of the new joinees.
- Preparation of Personal files. Imparted and Coordinate Induction Training.
- Executing Induction Schedule with all the amenities providing & Introduction about the organization & its rules & regulations.
- Providing all employees with a comprehensive induction program as part of the first 90 days with Brand program to enable them to be oriented and efficiently productive from commencement.

Training & Development:

Leading the Company in Training, responsible for Training & HR with core competency in the following Key Result Areas:

- Preparing actions plans for conducting training and follow ups on regular basis.
- Identifying the Training Needs, planning & execution of in house soft skills training.
- Organized Development Centers, Workshops, Working Climate Development & Satisfaction Surveys.
- Updating the organization Hierarchy Chart for the In & Out of manpower in the organization.
- Participated in the development of Human Resources strategies which were aligned with the overall objectives of the Company.
- Responsible for creating a work environment aligned to the Brand's culture by conducting management skills training on regular basis.
- Training Needs Identification through Performance Appraisals, Competency Mapping and as per Business Plan.
- Designing Annual Training Calendar, Training & Development Plans, MIS and Preparation of Training Budget.
- Conceptualizing & developing training & development initiatives for improved productivity, building capability and quality enhancement.
- Facilitating Management Development Programs including technical and soft-skills training programs.
- Designing and Managing training programs & workshops in specialized areas of HR & Operations, focused on employee development and motivation that helps in employee retention.
- Effectively utilizing Training and other strategies to support business growth.
- To maintain monthly & annually training records and Training Data Base.

Statutory Compliances Management:

- Conceptualize Organization's HR Team's & Vendor's Audit.
- Formulation of Audit Programs & ensuring strict compliances from external agencies.
- Ensuring 100 % Compliances as per Laws of the Land on PAN India Basis.
- Assisting Branches by issuing required guidelines & directives as per various ACTs & Statutes.
- Hands on knowledge of important Acts pertaining to Labour & Industrial Relations Minimum Wages, The Bombay Shops & Commercial Establishment, Payment of Wages – Bonus – Gratuity – Maternity Benefits, Factories', Industrial Disputes, Apprentice, etc.

- Ability to handle issues related to Worker's Union and a good orator to Workers / Leaders.
- Updating with neighboring Industries for HR/IR practices.
- Regular Synchronizing with the Govt. Bodies Such as ESIC, PF, NIMA, MSEB, MIDC, Employment Exchanges & Recruitment Consultant Agencies All over India etc.

Key Achievements:

- Training, planning & execution of in house soft skills trainings.
- Improved efficiencies of the work force through implementation of strategic HR activities.
- Implementation of concentrated & strategic HR Initiatives.
- Experience of Spearheading large work force-direct / Contract Basis & honing their skills in the achievement of bottom line corporate goals.
- Recipient of Awards in IEPL as "Iron Pillar Award" for Loyalty and 5+years of continuous service with the organization in 2022 & "Best HR Person for Organization Strategy & Employee Engagement" in 2019.
- Recipient of having won Table-Tennis Twice at Divisional level and at District Level and stood 1st in the same.
- Worked as an event manager for Various Activities in college like arranging Guest Lectures, Seminars, etc.
- Excellent academic performance, attesting to high levels of motivation with effective.
- Ensured the due diligence to stringent Safety & hygiene measures during the ISO Certification
- Carried out Employee Satisfaction survey to honing the requirements & Mindset of the Individuals.

Career Progress:

Organization Name	Tenure	Designation
Legasis Pvt. Ltd.,Pune	September 2023 to Till Date	HR Manager
Biorad Medisys Pvt.Ltd.,Pune	February 2023 to June 2023	Asst. HR Manager
Inditech Electrosystems Pvt. Ltd, Pune	December 2016 to February 2023	HR Manager
Supreme Silicons Pvt.Ltd.,Pune	August 2015 to December 2016	HR Manager
HNB Engineers Pvt.Ltd. Pune	February 2014 to February-2015	HR & Admin Executive
Skantech Laser Cutting Pvt. Ltd. Mumbai	May 2011 to November 2013	HR Executive

Education:

- Masters in Personnel Management Sir. Dr.M.S.G.Institute of Business Studies Nasik (2011)
- Diploma In Labour & Labour Welfare NBT Law Nasik (2011)
- Bachelor of Business Administration Vidyabharti Mahavidyalaya Amravati (2009)
- HSC Aided Junior College Buldhana (2006)
- SSC Bharat Vidyalaya Buldhana (2004)

Internship-Projects Undertaken:

- "Training and Development" at Bharat Forge Ltd. Mundhwa, Pune for 3 Months-M.P.M. Final Year.
- "Selection Procedure" at Crompton and Grieves Ltd., Ambad, Nashik" for 1 Month-M.P.M. First Year.

Trainings/Seminar Attended:

- Two days' workshop attended on "HR Wire walk"-Converting Employees into Human Assets conducted by Actualize Business Solutions.
- One day State Level "Micro-Finance –A Tool for Women Empowerment".
- One day Attended International HR Conference on Building Agility & Strength for Organizational Success in virtual mode.
- POSH Training & Certification.

Personal Details:

Date of Birth : 21.08.1988

Languages Known : English, Hindi & Marathi.Marital Status : Married (Husband & a Son)

Passport Details : T4412764 (22.05.2019- 21.05.2029)

Location : Pune