POURNIMA ASHISH VAIDYA

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OBJECTIVE

To utilize my knowledge & Skills up to optimum level to achieve the organization goals and get ability to accept all the challenges coming into the way to accomplish the desired responsibilities.

WORK EXPERIENCE

Currently working with Bizsolindia Services Pvt Ltd (Dec 2013 till date) as Assistant Manager – HR & Administration.

Company Profile   : Management Consultancy – Commercial service provider
Employee Strength   : 250+

Achievement
- ✓ Self-initiation for registration for ABRY benefits and taken the benefit for 2 years of PF amount and save Rs. 30 Lac of the organization
- ✓ With the help of strong database creation, recruitment done without help of Recruitment agencies and paid job portal.
- ✓ Implementation of new processes for smooth working.

➢ **Key responsibilities in Payroll Processing**

- ✓ Monitor the Attendance and Leave Management, In Out timing Process for all Employees.
- ✓ Ensure timely Completion of Payroll Process.
- ✓ Collate date from payroll sources.
- ✓ Pre-auditing the Payroll for zero error & Management Approval.
- ✓ Handling Payroll Grievances' if any.
- ✓ Administration of benefits plans
- ✓ Arrange weekly, monthly and quarterly and year end reporting.
- ✓ Form 16 issuance with the help of Accounts division
- ✓ Be knowledgeable about and understand new legislation impacting payroll.

➢ **Key responsibilities in Statutory Compliances of Labour Laws**

Responsible to meet the Statutory Compliance of

- ✓ Provident Fund & miscellaneous Provisions Act 1952,
- ✓ Employee state insurance Act 1948, Payment of Bonus Act 1965,
- ✓ Payment of Gratuity Act 1972,
- ✓ Payment of Wages act 1936,
- ✓ Minimum wages Act 1948,
- ✓ Maternity Benefit Act 1961,
- ✓ Bombay labour Welfare Fund Act 1948 Etc.

➢ Training & Development

- ✓ Preparing the Annual Training Calendar
- ✓ Executing and coordinating the trainings with internal and external trainings by target achievement of plan v/s actual
- ✓ Training feedback and analysis for each training
- ✓ Training evaluation of technical training and analysis.

➢ Recruitment

- ✓ Involved in full recruiting life cycle & end to end recruitment.
- ✓ Understanding the requirement & deciding on the recruitment strategy
- ✓ Interacting with the delivery team on regular basis & prioritizing requirements
- ✓ Sourcing resumes from various channels such as company's own database, Job portals and validating them on their experience & interest on the role.
- ✓ Arranging for technical panels & coordinating at all levels of interview
- ✓ Conducting HR interviews to check the candidate's suitability for the requirement.
- ✓ Providing timely feedback to the management on their requirements and to the candidates on their interview
- ✓ Coordinated with various consultants to procure resources as per the requirement.
- ✓ Planning and structuring of job advertisements on job portals.
- ✓ Promptly informing the rejected candidates about the reason for the rejections

➢ On-boarding process and Relieving process

- ✓ Organise & monitor joining, induction training programmes of all new joinees.
- ✓ Implementation induction training as per the requirements
- ✓ Ensure the Familiarisation of HR policies and Safety.
- ✓ Joining Documents Compliances. Personal File Records Management
- ✓ Insurance & Mediclaim Policies of Employees.
- ✓ Exit Formalities and relieving process, Issue the experience and relieving letter.

➢ HR policies and procedures

- ✓ Implement, review, redesign and introduce HR policies. Managing key initiates in the company like Employee Engagement activities
- ✓ Keep a track of records to the procedures, processes, formats / forms in line with organizational goals.
- ✓ To advise on employee discipline issues and disciplinary action when required.

➢ Performance Management / Appraisals

- ✓ Planning and timely completion of annual performance reviews
- ✓ Preparing Confirmations/Promotions/Increment letters
- ✓ Distributing and documentation of annual appraisal letters in personal files of employees
- ✓ Data analysis by appraisal forms and preparing performance MIS report.

➢ **Team management**

✓ Responsible to manage the 4 Employee's team for daily working activity.
✓ Designed the various report Formats.
✓ Ensure to meet the individual target in given time span.
✓ Ensure the individual performance as per the requirement.

➢ **Administration**

✓ Purchase of Asset
✓ Ensuring the AMC of the equipment and pest control
✓ Ensuring no complaints from employees for infrastructure and cleanaliness.
✓ Ensuring overall administration from Team

EDUCATIONAL QUALIFICATION

Course Name	Institute/University/Board	Percentage	Year of Passing
BSc (Physics)	Pune University		2001
HSC	Maharashtra State Board	50.33%	1997
SSC	Maharashtra State Board	64.5%	1995

Experience

Organization	Designation	Tenure
Bizsolindia Services Pvt. Ltd	Lead HR & Admin Assistant Manager HR & Admin	Feb 2006 to Jun 2012 Dec 2013 to till date
Noble Services (Recovery and Labour Contractor)	Associate HR & Admin	Jan 2002 to March 2005

COMPUTER SKILLS

• Working knowledge of MS Office
• Working knowledge of Tally Payroll system

PERSONAL STRENGTH

• Good Analytical skills
• Willingness to acquire knowledge.
• Capable of maintaining good interpersonal relation
• Smart working and sincerity are the key of my work.

PERSONAL INFORMATION

Name   : Pournima Ashish Vaidya

Date of Birth   : 25th Aug 1980

Temporary Address : Flat No. 601, Krupasindhu II, Yogi Park, Pancard Club Road, Baner, Pune – 411045

Permanent Address : C-46, Renuka Krupa, Madhavbaug Society, Shivtirthnagar, Paud Road, Kothrud, Pune -411038

Marital Status   : Married (Having 11years old son)

Extra-Curricular Activities

Active member of Sanskar Bharati Santha

Declaration

I hereby declare that all the above statements are true and correct to the best of my knowledge and belief.

Date : 20-Apr-2024
Place : Pune