

ANANTA DEOCHE

HR Manager @Sellability

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[LinkedIn](#)

Professional Experience:

08+ years

Current Employer:

Sellability

Designation: Manager - HR

Duration: Apr 2024 - Till Date

K2V2 Technologies Pvt Ltd

([Sell.do/Kylas.io](https://sell.do/Kylas.io))

Designation: Team Lead- HR

Duration: Mar 2020 – Apr 2024

Infosys Ltd. Pune

Designation: HR Executive

Duration: May 2017 - Feb 2020

John Deere India Pvt Ltd Pune

Designation: HR Associate

Duration: Nov 2015 – Nov 2016

Highest Education:

MBA (Human Resource)

College: Vishwakarma Institute of Management

University: Savitribai Phule Pune University

Personal Details:

Date Of Birth: 19-Nov-1991

Marital Status: Married

Interest Areas: Sketching,
Reading books, Graphic
designing

CAREER HIGHLIGHTS

- HR Operations
- HR Business Partner
- Manpower planning
- HR Analytics
- HR Policies
- Induction & Onboarding
- Performance Management
- Rewards & Recognition
- Leave Management System
- Career Progression Management
- Grievance Redressal
- Learning & Development
- Employee Welfare
- HR Compliance
- POSH (IC member)
- Exit Process Management

TECHNICAL SKILLS

- Graphic Designing (Canva)
- Well-versed in MS Excel
- MS-Word and
- MS-PowerPoint

EXTRA-CURRICULARS

- Winner of Manager Development Program (MDP) certification conducted by Harappa Education Society
- Certification course in HR Analytics Fundamentals
- Certification course in HR & TA in AI
- Advance MS-Excel training programs at VIM Pune
- Shadowing activity at IBM India Ltd with Business HR business partners

JOB ROLE – SELLABILITY SALES & MARKETING SOLUTIONS LLP

- HR Business partnering
- Hiring Strategy & budgeting
- Manpower planning & implementation
- New joiners onboarding management
- HR Policies
- Performance management
- Rewards & Recognition
- Learning & Development
- Employee lifecycle management (Joining till Exits)

JOB ROLE - K2V2 TECHNOLOGIES (BPHR & HR Operations)

- New hires onboarding allied process management
- HR Policies management
- Performance management and appraisals
- Learning & development
- Payroll
- Rewards & recognition process, Milestone awards celebrations
- Compliance inputs & reports
- Employee engagement
- People process & retentions (HR rounds & exit interviews)
- Exit process management
- Managing POSH related cases as an IC member

JOB ROLE - INFOSYS LTD (Employee Relations)

- Managing lateral joiners Onboarding program for Infosys Ltd
- Planning & Managing Employee Welfare & Engagement strategy for Pune DC
- Managing Health, safety & leisure initiatives for work-life balance
- Handling milestone awards process
- Interventions for bench employees as part of the Zero Bench initiative for IT professionals
- Managing the separation process
- Coordinating & Managing emergency incidents for related documentation

JOB ROLE- JOHN DEERE INDIA (HR Operations)

- Handling part of new joiners' induction process
- SAP & Ascent maintenance for new joiners & other career progressions
- Leave management system & attendance through SAP & query resolutions
- Preparation of monthly Payroll Inputs & validation of Salary registers
- Handling the separation process
- Handling HR Helpdesk portal & ticket assignment, Resolutions
- Project - Online Nominations tool

PROJECTS DURING MBA

- HomeBuyersIndia.com Project Title: "Analysis of Effectiveness of Recruitment and Selection at 3icons"
Duration: 2 Months
- Girikand Travels Pvt. Ltd Project Title: "Preparation of HR Policy Manual & Job Descriptions"
Duration: 6 Months