

Kranti Karade *HR Associate*

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📍 Pune, INDIA

Profile

Professional Experience

07/2021 – present
Pune, India

HR Associate, ADP

Recruitment:

- Lead workforce planning and end-to-end Talent Acquisition process
- Partnering with hiring managers throughout entire talent acquisition process
- Conduct interviews
- Lead the selection procedure
- Ensure good employee experience for new joiner
- Conduct research and work towards continuous improvement of systems and processes related to Talent Acquisition
- Handling entire gamut of IT recruitment and hiring Talents from various sources like Portals, Consultants, College Campus, Head Hunting and Referrals, Social Media etc.
- Securing & employing human resources possessing required kind/level of knowledge and skills & ability necessary to achieve organizational objectives
- Salary Negotiation with the desired/ selected candidates for offer and remuneration as per the budget given to HR department.
- Checking employees' reference through various sources (Consultants, Direct phone calls and E-mails)

05/2018 – 05/2021
Pune, India

HR Manager, Nemade Engineers Pvt Ltd

Payroll:

- Preparing Leave and Attendance sheet (including manual register)
- Working on Payroll sheet as per Leave and attendance, adjustment of C-Off's
- Calculation of Over time
- Finalising the Payroll sheet and prepare Salary sheet for salary disbursement and send to accounts department for disbursement of salary
- Calculating Bonuses and allowances(Leave encashment)
- Report on payroll expenses to the Management by preparing Salary audit sheet
- Maintaining track record of leave of employees, hires, promotions, departmental transfers & terminations and managing & resolving matters allied to reimbursements, attendance, holidays, leaves, etc.
- Solving queries related to payroll

Employee Grievances:

- Responsible for negotiating with redressing employees' grievances and assuring
- labor law compliance for ensuring harmonious relations with the employees
- Address to employee grievances related to compliance, internal disputes, salaries etc
- Address to employee grievance regarding Mediclaim and Personal Accident Insurance policy

Performance Management:

- Providing assistance to the management in setting up KRA's for the employees
- Providing relevant data to Management related to Leave and attendance, late comings during the Appraisal process
- Providing the salary data related to previous years to the Management and to the related HOD's
- Carrying out meeting related to the Appraisal process along with HOD's
- Facilitating the appraisal, and promotion discussion within norms and making timeline for the completion the review process

Policy & Procedures:

- Consult legal counsel to ensure that policies, actions comply with Statutory regulations by government / non-government bodies.
- Preparing of Policies as per the standard systems followed by each department of the Company adapting the Legal compliances
- Keep a check on the Rules, Regulations & Policies set by the Company are being implemented by all the employees

Statutory Compliance:

- Timely payment of employees related statutory dues to government; compilation and provision of data to outsourced consultant for filing necessary returns in time.

05/2014 – 05/2018
Pune, India

Senior HR, Excelict Technology Consulting Pvt. Ltd.

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Solving queries related to payroll

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10/2010 – 01/2014
Pune, India

HR & Admin Manager, *Evisipro Solutions Pvt Ltd*

- Provide employee relations guidelines and help to improve the overall manager-employee relationships.
- Creating an employer brand for the organization both internally and externally to make the organization an employer of choice for talent
- Sourcing the talent through job portals, employee referrals, Campus Placements, walk-in, headhunting etc., to optimize recruitment cost.
- Develop & drive ways of employee engagement activities in the zone

- Responsible for maintaining key data and prepare HR Dashboards
- Responsible for ensuring coordination of all Hiring activities.
- Actively identify concern areas in talent acquisition process and drive projects to improve the same.
- Take initiatives to drive cost effective hiring and use of social media platforms to source and close positions.

Skills

Recruitment

Training & Development

Payroll Management

Employee Engagement

MIS Reporting

Statutory Compliance

Languages

English



Hindi



Marathi



Interests

Singing, Table Tennis

Education

2009

MBA - HR, Pune University

Pune, India

2006

BSC, Pune University

Pune, India

Declaration

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Kranti Karade

Pune