

Monali Wadekar

SUMMARY

Proactive HR with firm 10+ years of proven background in Human Resources, including Recruitment selection, compensation classification, and employee orientation. Results-oriented professional focused on building trust, improving organizational agility and maximizing employee performance.

EXPERIENCE

➤ **Clean Science and Technology Limited - Sr. Executive- HR & Administration**

02/2023 -Current

- Administer compensation and benefit plans
- Collaborate with our internal (i.e. finance) and external partners on benefits and payroll with Spine HR system.
- Assist in talent acquisition and recruitment processes
- Sourcing candidates online, updating job ads, calling and Scheduling Interviews with Hiring Manager.
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire, employee attrition rates, etc.
- Organize quarterly, half yearly and annual employee performance reviews
- Implement key Talent Management initiatives of performance management, promotions, competency development, High Potential identification & deployment, rewards & recognition, career planning, etc.
- Maintain employee files and records in electronic and paper form. Employee exit formalities and Full and Final working.

➤ **Green IT Recycling Centre - Sr. HR Generalist - HR & Administration**

01/2020 -01/2023

- Assisting PF withdrawal and transfer cases
- Taking care of employee verification and employee medical checkups
- Preparing various types of reports
- Update payroll records, New hire, Exits, Termination and any other database changes in Ascent Payroll
- Application Maintaining HR related documentation
- Conducting employee communication sessions for employees across various profiles.

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SKILLS

- Payroll Management
- Statutory Compliances
- End to End Recruitment
- Talent Management
- PMS
- New Employee Orientation
- Data Analysis
- Policy Development
- Employee Life Cycle Management

EDUCATION

2010

Apex Institute of Management, Pune
Pune University

Master of Business

Administration:

Human Resource Management

2008

S. P. College, Pune
Pune University

Bachelor of Commerce:

Business Administration

ADDITIONAL INFORMATION

- **DOB:** 22-Feb-1987
- **Marital Status:** Married
- **Present Address:** Flat No.-4, 1st Floor, Parth-1 Apartment, Opp. Ashwini Hospital, Bijli Nagar, Chinchwad, Pune 411033.
- **Permenant Address:** 317/A, Shukrawar Peth, Opp. Khadak Police Station, Shivaji Road, Pune 411002.

- Driving the successful execution of training programmers by sensitizing employees and reporting managers to ensure their adequate participation.
- Recruitment, Induction, Training & Development, Employee relations, Payroll, Governance & compliance, HRIS, Transition, Transfer and Exits Grievances handling, PMS, Employee Engagement, Reward and recognition

➤ **Chaphekar Engineering Pvt. Ltd. - HR Executive - HR & Administration**

04/2014 -12/2017

- Worked in HR generalist position in this load body manufacturing company of 550 employee.
- Recruitment & Selection - for Plant & HO
- Maintains payroll information, directing the collection and entering data in ERP payroll software.
- Processing Incentives, Bonus, Leave calculations
- Timely challan submission of PF and ESIC Calculation of Full & Final Settlement and processing entire exit formalities
- Maintaining Leave records as per company policies Enabled transition from manual system/ excel driven processes to software based processes
- Daily Manpower Report of Manufacturing plant, deals with Contractors & Vendors, Checking Contractors bills, Attendance, Salary, etc.
- Employee Engagement, welfare activities.
- Taking care of group accidental insurance and claim settlement

➤ **Biltube Industries Limited. - HR Officer - HR & Administration**

03/2012 - 03/2014

- Recruitment & Selection
- Joining & Exit formalities, On-boarding, Induction Training for New joinee, Employee Life Cycle Management.
- Assisting our labor consultant for statutory compliance of plants located at different places for the issues related to factory license, contract labour license.
- Payroll processing, Preparation of HRMIS, Attendance and leave management system.
- Involved in Policy manual preparation and its implementation.
- Timely challan submission of PF and ESIC Calculation of Full & Final Settlement and processing entire exit formalities.

➤ **The Shelar Automotive - HR Admin Officer - HR & Administration**

06/2010 - 02/2012

- Recruitment & Selection.
- Payroll Management
- Statutory Compliance
- Employee Welfare