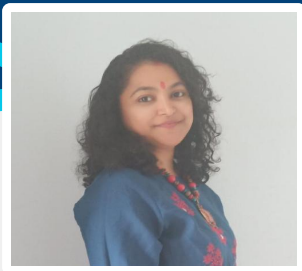


# Kavita V. Nair

Senior HR Executive



kavitavnair@gmail.com



8378930664

## Profile Summary

With 13 years of experience as an adept HR professional, I excel in HR operations, talent acquisition, payroll management, and employee relations, ensuring compliance with company policies and labor regulations throughout the complete employee lifecycle. I have honed my skills in administration, employee engagement, training, and performance appraisal. Additionally, I have expertise in setting up and supervising payroll activities, managing client relationships, and overseeing accounting functions. My proficiency in MS Office aids in maintaining and analyzing HR metrics and administering monthly payroll benefits, showcasing a comprehensive skill set. I am dedicated to optimizing HR processes and fostering a positive work environment.

Results-Driven HR Professional with 13+ years of experience in fostering employer-employee relations and strategic administration. Skilled in talent acquisition, employee engagement, and compliance management.

## Education

MBA, HR

**ICFAI University, 2007**

B.Com, Commerce

**Pt. Ravishankarshula University, 2005**

## Employment History

January 2021  
June 2024

Senior HR Executive

**Edgesys Consulting Pvt. Ltd.**

- Supported talent acquisition and recruitment processes, including screening and interviewing candidates to fill open positions.

- Facilitated employee onboarding and coordinated training sessions to ensure seamless integration of new hires into the company culture.

- Managed attendance and leave tracking for both employees and contractors, ensuring accurate and up-to-date records.

## Key Skills

HR Administration

★★★★★

HR  
Planning

★★★★★

HR  
Policies

★★★★★

HR Processes

★★★★★

Talent Acquisition

★★★★★

Recruitment  
Management

★★★★★

Payroll  
Processing

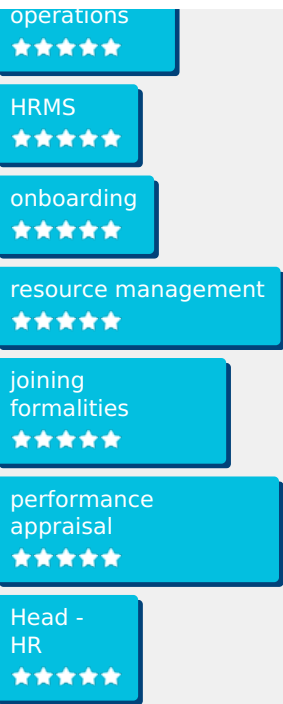
★★★★★

Compensation  
Management

★★★★★

hr

- Provided timely and comprehensive support to employees on various HR-related inquiries such as leaves, compensation, and effectively resolved any arising issues.
- Actively promoted HR programs to foster a productive and harmonious work environment.
- Contributed to the development and implementation of efficient human resource policies.
- Engaged in tasks related to performance management, including goal setting and performance reviews.
- Compiled and analyzed data to derive meaningful HR metrics and insights for informed decision-making.
- Maintained meticulous electronic records of employee files, ensuring confidentiality and compliance with data protection regulations.
- Administered monthly payroll and benefits processes for employees and contractors, ensuring accuracy and timeliness.
- Upheld compliance with labor regulations and company policies, taking responsibility for legal obligations.



## Technical Skills

MS Office

## Personal Information

Date of Birth	2nd January 1985
Gender	Female
City	Pune
Country	INDIA
Marital Status	Married

January 2021  
January 2023

HR Head

### Nexilis Technologies

- Demonstrated expertise in managing the end-to-end employee lifecycle, including onboarding and exit processes
- Established and supervised compliance and payroll activities, ensuring adherence to regulations and smooth payroll operations
- Proactively maintained client relationships and diligently managed accounting responsibilities

- Effectively handled HR activities for both established companies and startups, encompassing diverse HR functions

February 2017  
January 2021

Senior HR Executive

**ID Medical**

- Streamlined the complete employee life cycle, overseeing documentation administration, providing assistance for internal and external audits, and ensuring full compliance with regulations.

- Efficiently managed payroll for employees, ensuring accuracy and timeliness.

- Conducted comprehensive performance reviews to evaluate employee productivity and contribution to business goals.

- Developed and maintained a robust training calendar for employees to enhance skill development and knowledge improvement.

February 2016  
January 2017

Sr. Practitioner

**Concentrix Daksh India Ltd.**

Handled outbound & inbound calls to resolve the queries of customers, managed email inquiries from owners and guests, processed various customer requests on applications, documented all call/email conversations, managed customer experience

June 2009  
April 2013

Office Assistant (HR & Admin)

**Kishore Electronics**

??? Maintain store inward/ outward stock records. ??? Update and maintain database related to Suppliers, Customers & Staff. ??? Retrieve information when required. ??? Update and maintain internal staff attendance & leave records. ??? Prepare payroll for the employees. ??? Calculation of wages for temporary labours. ??? Maintaining correspondence with Suppliers, labours and customers. ??? Coordinating among employer, suppliers, contractors, etc. ??? Monitor and maintain office supplies. ??? Supervise office cleanliness.

April 2007  
May 2009

HR Executive

**ADCC Infocad Pvt. Ltd.**

- Orchestrated end-to-end recruitment, induction, and onboarding processes for all departments.
- Maintained a comprehensive database and documentation for all employees, ensuring accuracy and compliance.
- Actively contributed to policy formulation, modifications, and ISO audits to uphold organizational standards.
- Coordinated the development and implementation of a comprehensive Training Calendar and Training & Development programs.
- Managed the performance review process for employees at all levels, fostering a culture of continuous improvement.
- Oversaw remuneration, EPF, and ESIC policies, ensuring alignment with regulatory requirements.
- Organized engaging employee activities to boost morale and promote a positive work environment.
- Coordinated the compilation and editing of the Group's Magazine and Company's Newsletter, elevating internal communication and engagement. Company's Newsletter

## Courses & Certifications

- **Prevention of Sexual Harassment**