

Miss. Swati Kansare

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Professional Summary

An accomplished HR Executive with over 6 years of experience in end-to-end HR functions, including recruitment, payroll management, statutory compliance, employee engagement, and training & development. Adept at managing large teams, streamlining processes, and ensuring compliance with labor laws. Experienced in handling employee lifecycle, from onboarding to exit formalities, and skilled in utilizing HRIS platforms like Zimyo. Strong communicator with a track record of driving employee engagement and fostering a positive work environment.

Professional Experience

Wani Group of Companies (Wani Technologies Pvt Ltd & Wani Projects and Infra Pvt Ltd)

Sr. HR Executive

January 13, 2022 – Present

- Lead **end-to-end recruitment** activities, utilizing platforms like LinkedIn, Indeed, and others to attract top talent.
- Manage **employee induction** and joining formalities, ensuring smooth onboarding and integration.
- Hands-on experience with the **Zimyo HR portal** for employee management and performance tracking.
- Prepare **appointment and offer letters**, ensuring compliance with company policies and labor laws.
- Oversee **payroll processing** using both Excel and HR software, ensuring accuracy in salary, deductions (PF, ESIC, PT), and compliance.
- Manage **statutory and labor compliance**, including **PF, ESIC, PT**, and **BOCW** registrations and submissions.
- Organize **employee engagement activities** such as Sports Day, Women's Day, Ganpati celebrations, and more to maintain a vibrant work culture.
- Responsible for **training and development**, organizing internal and external training programs to enhance employee skills.
- Handle **administrative tasks** such as maintaining housekeeping, employee files, vendor bill processing, and insurance policy management.
- Coordinate **insurance policies** and finalize **CAR** and **WC policies** to ensure the company's risk management is up to date.

HR Executive

May 8, 2018 – January 11, 2022

- **Recruitment:** Managed the complete recruitment cycle, including **job postings**, conducting interviews, and preparing **offer letters** and **salary structures**.
 - Developed **performance review** and **appraisal systems** to align employee goals with organizational objectives.
 - Utilized platforms like **Naukri** and **TimesJobs** for recruitment and maintained ongoing relationships with candidates.
 - Processed **payroll** through a biometric system, ensuring accurate attendance, leave management, and salary deductions.
 - Managed **employee benefits** such as **PF, ESIC, and PT**, and worked closely with the accounts department for salary disbursements.
 - Developed **training programs** to assess and address monthly and annual development needs, coordinating both **technical** and **soft-skill training**.
 - Ensured **compliance** with statutory and labor laws, assisting in **audit preparations** and document management for **IATF, PF, ESIC, and factory license** renewals.
 - Coordinated **employee welfare programs**, including health camps, blood donation drives, and celebration of festivals.
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Education

- **MBA (Human Resource Management)**, Pune University, 2018
First Class
 - **BCA**, Shivaji University, 2016
First Class
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Skills

- **HRIS & Payroll Systems:** Zimyo, Tally, Excel
 - **Compliance & Labor Laws:** PF, ESIC, PT, BOCW, POSH
 - **Employee Engagement & Welfare Programs**
 - **Training & Development:** Designing and implementing training programs
 - **Recruitment & Talent Acquisition**
 - **Documentation & Reporting:** MIS, performance reviews, training feedback
 - **Administrative Management:** Vendor relations, office supplies, insurance policy management
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Certifications & Training

- **IATF Audit Preparation**, M-Tech Innovation
 - **POSH Policy Awareness** (Internal POSH Committee)
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Professional Development & Extra-Curricular Activities

- **First Prize** in Poster Presentation at Mudhoji College, Phaltan
 - **Consistently ranked 1st in graduation**
 - **Participated in the Cleanliness Drive** at college
 - Attended the **4th National Conference**
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Languages

- **English**
 - **Marathi**
 - **Hindi**
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Personal Details

- **Date of Birth:** May 17, 1996
 - **Permanent Address:** A/p Shirwal Tal – Khandala, Dist Satara 412801
 - **Correspondence Address:** BK PG Kalptaru Society, Lane No. 2, Shivaji Chowk, Chandan Nagar, Pune 411014
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Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place: Pune

Date:

Signature: