

PROFILE

A result-oriented HR professional with 3+ years of experience in Payroll, Operations, HR MIS, Recruitment & Onboarding, L&D, Time Office, and Employee engagement.

EXPERIENCE

Neel Metal Product Ltd (JBM Group)

Waluj MIDC, Sambhajinagar, MH

HR Jr. Executive

July 2022 – Till Date

- **Recruitment:** End-to-end talent acquisition, screening, follow-up Interviews, onboarding, and post-joining formalities. Optimizing profiles through job portals to deliver diverse candidates.
 - Manage the open positions in the recruitment system and provide timely recruitment reports.
 - Employee induction, onboarding, and ensuring proper documentation compliance, and feedback of induction & onboarding process.
 - Responsible for issuing, salary offer, joining approvals, issuing LOIs, and background verification.
 - Managing employee enrollment, registration, and time office functions within SAP.
- **Payroll:** Responsible for plant payroll process of 1100+ blue collar and 130 white collar employees.
 - Monthly time office correction, uploading attendance, leaves, tax, salary advances, and new employee details with salary breakup & reimbursement in HRMS software for payroll process & cross-checking manually.
 - Checking final payroll salary sheet to payroll input for finalization with fixed and variable components.
 - Checking payroll data, and the final salary sheet releasing it to the accounting department for salary process.
 - Handling day- to- day employee queries related to Salary, Tax, PF, Increment, Incentive calculations & payouts, HR Policies, etc.
 - Calculating full & final settlement of left employees.
- **Learning & Development:** Responsible for plant L&D process.
 - Planning Training Calendar and conducting training for Staff and Blue-Collar workmen as per TNI.
 - Active participation and understanding of audit requirements and diligent documenting.
 - Successfully faced IATF 16949:2016 Audit.
 - Ensuring blue-collar workmen adhere to safety measures providing safety training and conducting daily inspections to monitor compliance & safety protocols.
 - Certified IATF 9001:2015 internal auditor.
- **Employee Life Cycle:**
 - Issuing salary offers, Appointment letters, Confirmations & Exit formalities.
 - Conducted 6-6-6 Satisfaction Survey (6th day, 6 weeks and 6 months post joining)
 - Responsible for first-year PMS of new joiners and process appraisal based on HOD & reviewer ratings.
- **PMS:**
 - Responsible for First year Performance Reviews of new joiner and process appraisal on the basis of HOD & reviewer ratings.
 - Assist the Sr. Management in establishing Key Performance Indicators (KPIs) for different departments and monitor their achievement on a quarterly basis and accordingly report for any deviations found in the progress report.
 - Conducting regular HR meetings with HOD's to assess team performance and progress against business objectives and departmental KPIs.
 - Responsible for first-year PMS of new joiners and process appraisal based on HOD & reviewer ratings.
- **Employee Engagement:**
 - Organizing various employee welfare activities such as Birthdays, Engineer's Day, Dahi Handi, push-ups, and fitness competitions.

- Town hall meetings/open forums, rewarding the best performance and kaizens.
- Ensuring that HR & Sr. Management is aware of the needs of employees through the effective management of employee satisfaction surveys and exit interview results and accompanying action plans through two-way forums and suggestion scheme.
- Provide support and guidance to employees, facilitate employee counselling sessions and provide advice related to grievance and disciplinary procedures.

SKILLS

- Good relationship management skills, effective feedback analyses, Adaptability, and Proficiency with Microsoft Office & SAP HR Module.
- Certified IATF 9001:2015 Internal Auditor.
- SAP Payroll & HCM by Henry Harvin Education.

Internship

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| ◦ Tekdi Technologies Pvt. Ltd Human Resource Trainee | Dec 2021 - May 2022 Pune |
| ◦ Mudrabiz Finance Company Human Resource Intern | June 2021 – Nov 2021 Pune |

EDUCATION

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| Master of Business Administration (MBA HR); CGPA: 8.94 | 2020 – 2022 |
| ◦ <i>Sai Balaji International Institute of Management Studies</i> | <i>Pune, MH</i> |
| Bachelor of Computer Science; 68.40% | 2017 – 2020 |
| ◦ M.I.T College | Aurangabad, MH |
| HSC (Commerce); 58% | 2015 - 2017 |
| ◦ <i>Shakuntalabai Dhabekar Jr. College</i> | <i>Akola, MH</i> |
| SSC; 72.60% | 2015 |
| ◦ <i>Sharda Convent</i> | <i>Buldana, MH</i> |