

# Sagar Sanjeev Dalvi

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## SUMMARY

Experienced Human Resources with 7+ years in managing HR and administrative functions. Proficient in recruitment and hiring, training and development, and employer-employee relations, ensuring compliance and maintaining company culture. Skilled in managing employee benefits, creating a safe work environment, handling disciplinary actions, conducting compliance audits, annual budgeting, and vendor management.

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## EXPERIENCE

### Regional HR and Admin

**V-Xpress (a division of v-trans (India) Ltd.)**

**March 2023 -September 2024, Pune**

- Implemented a comprehensive employee training program across Maharashtra and Goa, improving staff productivity by 25% and reducing onboarding time by 30% through streamlined processes and the use of HRIS software.
- Human resources planning.
- Job analysis and design.
- Maintaining work culture.
- Recruiting candidates.
- Processing payroll.
- Updating workplace policies.
- Maintaining employee records.
- Implementing performance appraisals (PMS).
- Compliance and Audits.
- Annual budgeting.
- Vendor Management.

### Sr. HR Executive

**Radiant Guard Services Pvt.Ltd.**

**April 2021 - February 2023, Pune**

- Implemented a comprehensive employee engagement program, leading to a 25% increase in employee satisfaction scores over two years by utilizing survey feedback and spearheading team-building initiatives.
- Payroll processing.
- Compliance.
- Recordkeeping.
- Advising on changes.
- Grievances handling.

### Branch HR

**G4S**

**September 2019 - June 2020, Pune**

- Implemented a streamlined recruitment process that reduced hiring time by 25%, utilizing Applicant Tracking Systems (ATS) and conducting targeted outreach to source top talent.
- Leave management and Payroll management for 3000+ manpower.

### Compliance officer

**Aparajitha Corporate Services Pvt.Ltd.**

**June 2016 - August 2019, Pune**

- Risk assessments: Identifying and managing a company's financial and legal risks.
- Compliance program: Creating and implementing a compliance program that prevents and detects violations.
- Compliance monitoring: Monitoring compliance with laws and regulations, and following up with management to address issues.
- Education: Educating employees on regulations and the impact of non-compliance .
- Reporting: Reporting back to management and regulatory bodies on compliance performance and violations.
- Policy creation: Creating, updating, and revising company policies.
- Training: Organizing training sessions to ensure employees are aware of company policies.
- Internal controls: Ensuring that internal controls are in place to prevent and detect improper conduct.
- Retaliation-free reporting: Implementing channels for reporting violations without fear of retaliation.
- Administrative tasks: Creating and maintaining files, and assisting with gathering information for regulatory organizations

## EDUCATION

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### MBA

Minor in HR • Welinkar Institute • Mumbai • 2019

### BBA

SSDAE'S • Mumbai University • 2016

### HSC

Mumbai University • SSDAE'S • 2013

### 3D Animation

Frameboxx Institute • Pune • 2012

### SSC

Pune University • Pune • 2010

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## CERTIFICATIONS

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### Hr Generalist Program Training.

Clavis • 2017

- Compensation and benefits: Administering compensation and benefits programs, and helping employees with HR-related matters.
  - Recruitment and selection: Learning about the recruitment and selection processes.
  - Performance management: Setting performance expectations, conducting appraisals, and providing feedback to employees.
  - Legal compliance: Understanding labor laws and regulations, and how to handle legal matters and employee relations.
  - Exit interviews: Collecting information from employees who are leaving the organization.
  - Workplace accountability: Learning about workplace accountability and harassment.
  - Policies: Learning about human resources policies and safety policies.
  - Disciplinary action: Learning about disciplinary action and employee termination.
  - Family Medical Leave Act: Learning about the Family Medical Leave Act (FMLA).
  - Business liabilities: Learning about business liabilities and liability management.
  - Tax codes: Learning about tax codes
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## SKILLS

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Data Analytics : HR professionals who can analyze and interpret HR data are highly sought after.

HR Information Systems (HRIS).

Talent Acquisition Technology.

Employee Engagement Platforms.

Compliance and HR Regulations.

Leadership-Teamwork : With effective teamwork, teams are more productive, deadlines are met, relationships with your team members are stronger and knowledge is shared.

Problem solving.

Communication.

Adaptability.

Critical thinking.

Time management.

Interpersonal.

Communication.

Performance management.

Interpersonal communication.

Adaptability.