# **Mounish Mhatre**

# Corporate Assistant Manager - HRIS

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Accomplished HR professional with over 4 years of experience as an HR Business Partner, driving organizational success through strategic people management initiatives. Expertise spans the entire employee lifecycle, from seamless onboarding and comprehensive induction to offboarding procedures. Adept at resolving employee queries with precision and efficiency, covering areas such as attendance, salary, benefits, and grievances, ensuring high employee satisfaction levels. Proficient in generating various employee correspondence, including offer letters, appointment letters, and promotion letters, maintaining compliance and fostering clarity. Known for orchestrating engaging events that enhance employee engagement and foster a positive work culture. Diligently monitor employee facility utilization, maintaining meticulous manual attendance records, and ensuring accurate payroll management. Demonstrated experience in coordinating with PF authorities to keep employee EPFO portals updated, streamlining administrative processes. Skilled in conducting KRA sessions to align employee goals with organizational objectives, driving performance excellence. Additionally, possess a strong background in recruitment processes, contributing to talent acquisition strategies. Accreditation experience in AICTE, NBA, and NAAC underscores a commitment to quality and compliance. Eager to leverage skills and experience in a progressive organization that values continuous learning, growth opportunities, and innovation. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.



# Skills

Employee Relation, ICC Compliant & Conflict Re	solution.
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Compensation and Benefits & Payroll. (EPF ESIC Compliance)

Stakeholder Management & Head Hunting.

Onboarding & offboarding, Recruitment strategy.

HR Analytics, HR Business Partnering & Strategic HR.

Employee Engagement & Change Management.

Cloud SAAS HRIS software (HR Software).

Good Interaction Skills and Public Relations.















#### Corporate Assistant Manager – HRIS. Jun 2023 -Current

Jupiter Lifeline Hospitals Limited, Thane, Pune & Indore.

#### Overview:

Accomplished HR Manager with expertise in HRIS system administration and operational HR management. Proven track record of optimizing HR processes, enhancing system performance, and driving strategic initiatives to support organizational objectives. Adept at collaborating with crossfunctional teams and implementing innovative solutions to streamline operations and improve employee engagement.

# **Key Achievements:**

#### **System Performance Enhancement:**

- Optimized server configurations and implemented regular updates in 10+ modules, significantly enhancing system performance and reliability.

# **Employee Lifecycle Management:**

- Successfully managed the onboarding and offboarding processes for 500+ employees per month, ensuring seamless transitions and compliance with company policies.

# **Security and Functionality Maintenance:**

- Installed crucial security patches and functionality updates to maintain optimal protections against intrusion and ensure system reliability.

# **Security Measures Improvement:**

 Conducted vulnerability assessments and implemented necessary patches, significantly enhancing security measures and mitigating potential risks.

# **Employee Health Monitoring Initiative:**

- Introduced physician engagement surveys to track employee health and monitor liability concerns for 6000+ employees, contributing to a healthier and safer workplace environment.

### IT Collaboration and Integration:

- Collaborated with the IT department to ensure the seamless integration of new HRIS systems and software updates across three business locations, enhancing operational efficiency and data accuracy.

#### **Strategic Collaboration with Management:**

- Worked closely with upper management to drive strategic initiatives and implement new processes, aligning HR practices with organizational goals and objectives.

# **Experience Details:**

- Led internal system acceptance tests to deliver well-tested enhancements and meet business requirements.
- Conducted regular audits of HRIS data to identify discrepancies and ensure accurate records and compliance with regulatory standards.
- Provided support to the human resources department in areas such as people metrics, reporting, finance, and analytics across all business locations.
- Developed and implemented diagrams to describe and lay out logical operational steps, streamlining HR processes for increased productivity and efficiency.
- Trained almost 2000+ employees across three business locations, facilitating

the adoption of HRIS systems and promoting self-service features for improved access to personal information.

# Apr 2022 - Talent Success Manager – HRBP.

Jun 2023 ANPG (Apurva Natvar Parikh Group), Mumbai & Colombo.

#### Overview:

Experienced HR professional adept at managing HR activities across three business units in India & Sri Lanka, with a focus on HRIS software administration, employee interaction, and lifecycle management to control attrition. Skilled in both operational HR and HRIS system administration, contributing to organizational success through effective HR practices.

## **Key Responsibilities:**

# **Employee Life Cycle Management:**

- Oversaw recruitment, onboarding, performance management, development, and offboarding processes.
- Ensured efficient handling of each stage in accordance with company policies and regulations.

# **Employee Interaction and Retention:**

- Maintained regular interactions with employees to understand needs and concerns.
- Fostered a supportive work environment to address issues proactively and control employee turnover.

#### **HRIS Software Administration:**

- Led the implementation of HRIS software, ensuring alignment with organizational needs.
- Managed system maintenance, data accuracy, user training, and ongoing support.
- Leveraged HRIS analytics to provide insights into HR metrics and inform strategic decisions.

### **Operational HR Management:**

- Handled day-to-day HR operations, including payroll administration, benefits management, compliance, and policy development.
- Ensured smooth and efficient HR operations across all business units.

#### Strateaic HR Initiatives:

- Developed and implemented strategic HR initiatives aligned with organizational goals.
- Managed talent programs, employee engagement strategies, and diversity and inclusion initiatives.

# **Experience Highlights:**

- Implemented HRIS software resulting in streamlined processes and improved
- data accuracy.
- Successfully reduced attrition rates through proactive employee engagement initiatives.
- Developed and executed talent management programs to enhance organizational performance.

# Jan 2020 - Human Resources Executive - HRBP.

Mar 2022 ITM group of institutions, Navi Mumbai, Chennai & Warangal.

### Overview:

Accomplished HR professional with a focus on HR Business Partnering in

education industry. Expertise in employee Mediclaim administration, HRIS software management, and out-location HR activities. Proven track record of conducting exit interviews, facilitating FNF processes, and collaborating with senior management on strategic projects. Proficient in policy framing and implementation to align HR practices with organizational goals.

# Key Responsibilities and Achievements:

# **Employee Mediclaim Administration:**

- Managed employee Mediclaim-related queries and claim settlements, ensuring timely resolution and employee satisfaction.
- Maintained yearly Mediclaim data and provided monthly updates for additions and deletions, ensuring accuracy and compliance.

#### **HRIS Software Management:**

- Hands-on experience working with HRIS software, ensuring data integrity, and optimizing system functionality to support HR operations.

#### **Out-Location HR Activities:**

- Successfully handled HR activities for out-location teams from Mumbai office, ensuring consistency and compliance with company policies.

# **Employee Exit Management:**

- Conducted exit interviews to gather feedback and insights, striving to retain valuable talent and improve employee satisfaction.
- Managed post-exit coordination for Full and Final settlements (FNF) and experience letter issuance, ensuring smooth transition for departing employees.

# **Strategic Collaboration:**

- Collaborated with senior management on strategic projects, providing HR insights and expertise to support decision-making and drive organizational success.

# Policy Framing and Implementation:

- Expertise in policy framing and implementation, ensuring alignment with industry standards and organizational goals to foster a positive work culture.

#### HR Business Partner Responsibilities:

#### Strategic Alignment:

- Aligned HR initiatives with business objectives to support organizational growth and development.
- Collaborated with business leaders to understand their needs and develop HR solutions that drive performance and engagement.

#### **Talent Management:**

- Managed talent programs and initiatives to attract, develop, and retain top talent, ensuring a skilled and motivated workforce.

#### **Change Management:**

- Facilitated change management processes to support organizational changes and transitions, ensuring employee engagement and buy-in.

#### **Employee Relations:**

- Fostered positive employee relations and a culture of open communication, resolving conflicts and grievances effectively.

#### **Education Industry Focus:**

- Leveraged industry-specific knowledge and expertise to address HR challenges and opportunities unique to the education sector.

# Dec 2019 - Recruiter.

Dec 2020 Vidyalankar Group of Education, Mumbai.

#### Overview:

Skills in identifying and attracting top talent through both traditional recruitment methods and targeted headhunting. Key responsibilities include developing detailed job descriptions, utilizing various sourcing strategies to find qualified candidates, conducting thorough interviews and assessments, and building strong relationships with clients to ensure their hiring needs are met. With a proven track record in time management, data analysis, and delivering exceptional results.

## **Key Responsibilities:**

# **Job Description Development:**

- Created detailed job descriptions to effectively communicate the requirements and expectations of each role to potential candidates.

# Candidate Sourcing:

- Utilized various sourcing strategies, including social media, job boards, and professional networks, to identify and attract top talent for open positions.

# **Headhunting:**

- Conducted targeted headhunting campaigns to identify and approach high-caliber candidates who were not actively job-seeking but had the potential to excel in the role.

# Screening and Selection:

- Conducted thorough interviews and assessments to evaluate candidate fit, skills, and experience, ensuring the best candidates were selected for each position.

## **Client Management:**

- Built strong relationships with clients to understand their needs and preferences, ensuring that the recruited candidates met their expectations.

### **Time Management:**

- Effectively managed multiple job openings simultaneously, prioritizing tasks and meeting deadlines to ensure timely placement of candidates.

#### **Data Analysis:**

- Analyzed recruitment metrics to track performance, identify areas for improvement, and optimize the recruitment process for future success

# May 2018 - Intern

Oct 2018

Hyatt Regency Mumbai Hotel, Mumbai

Worked in FNB service to learn the different type of service done in 5 star hotels, Done basic HR activities like assisting manager in Induction, GD rounds ETC, Inventory management, Laundry management, Room division management

# **Education**

Post Graduate Diploma in Business Management: Human
Dec 2023 Resources Management.

SVKM's NMIMS University. - Kharghar, Navi Mumbai

Jun 2015 - BSc in Hotel Management: Hotel Management And

Administration. Sep 2018 Dr. D.Y. Patil University. - Nerul, Navi Mumbai Mar 2014 - HSC - Higher Secondary: College. Feb 2015 Maharashtra Board - Navi Mumbai SSC - Higher Secondary: School. Apr 2012 -Mar 2013 Maharashtra Board - Navi Mumbai Willingness To Relocate Yes. **Reason For Job Change** Career growth. **Current Location** Room No -308, Ambika Heights CHS, Navi Mumbai, Maharashtra. **Accomplishments** Recived 2 time Shining Star in Jupiter Hospital for best performance. **Affiliations** Affiliated with HRFI & HR Shapers community. Software Darwin Box PeopleStrong MS Office 360 Canva Al Tool Languages

Advanced (C1)

English

Hindi





# Certifications

Mar 2023 ICC Member Training.

Jan 2022 Cloud SAAS HRIS System Admin.