

ANITA KUNDHADIYA

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OBJECTIVE

Accomplished HR Professional seeking to take new challenges and assignments in setting up HR Division at emerging startups.

EXPERIENCE

Sep'22 –Till Date with Navneet Toptech, Mumbai

Current Designation Manager – Human Resources

Responsibilities

- Handling entire HR gamut for one of the matured and largest SBU with an employee strength of 350+
- Involved in seamless stakeholder management pertaining to Talent Acquisition and Core HR activities.
- Responsible for streamlining Onboarding & Exit Management alongwith Employer Branding.
- Implemented PMS process for annual appraisals.
- Leading and managing an highly efficient team of 5 members responsible for Talent Acquisition, Payroll & Core HR.

Achievements

- Achieved Zero consultancy cost for Talent Acquisition with an emphasis on internal hiring.
- Reduced Annual Group Personal Accident Insurance cost by 200%

Nov'14 –Sep'22 with Miles Education, Mumbai

Designation General Manager – Human Resources

Responsibilities

- Joined as an Assistant Manager and moved up the ladder by leading with example.
- Devised hiring and recruitment policies; recruited and hired key leadership positions to strengthen management team. Developed comprehensive interviewing guides to improve candidate quality by evaluating both analytical and interpersonal skills.
- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for new employees.
- Developed succession plans and promotion paths for all staff.
- Implemented behavioral-based performance management system to define expectations, standards and key performance areas.
- Directed and controlled various benefit programs, including insurance packages.
- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes. Liaised between multiple business divisions to improve communications.
- Designed employee engagement strategies to improve morale, retain talent and maintain business continuity.
- Coordinated and worked with management on performance evaluations, supervisory practices, dispute resolution and employee accountability.
- Drafted and implemented policies, procedures and employee handbook.
- Discovered and resolved complex employee issues that affected management and business decisions.
- Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
- Led and managed team size of 10 members in HR & Admin department.

Achievements

- Awarded as the best employee for Outstanding Performance in HR Department throughout the year.
- Rewarded with company ESOP's and a part of Miles Owner's Club.

Apr'12 – Nov'14 with TalentSpot HR Services, Mumbai

Designation Recruitment Specialist (Freelancer)
Responsibilities

- Handling end to end recruitments for Pan India clients & taking care of entire west region with respect to client co-ordination and recruitments.
- Sourcing candidates through various job portals, job ads, Campus Recruitment and references.
- Handling initial screening of candidates and shortlisting as per client requirements.
- Taking Telephonic round of interviews and sending candidates to clients place.
- Doing salary negotiations with candidates.
- Developing business opportunities by getting new clients onboard and catering to requirements of clients as well ensuring maximum closures.
- Maintaining good relationship with the clients for future opportunities.
- Maintaining Candidate as well as Client Database.

Dec11–Jul'12 with Manipal Global Education Services Pvt. Ltd., Mumbai

Designation Counselor-Recruitments

EDUCATIONAL QUALIFICATION

2014	Master's in Business Administration Human Resources from Sir.M.Visvesvaraya Institute of Management Studies	5.60/7 (CGPA)
2011	Bachelors in Management Studies Marketing from K.P.B Hinduja College of Commerce	7.50/10 (CGPA)

OTHER ACHIEVEMENTS & CERTIFICATIONS

- **StepUp** - September 2012 January 2013 (5 months) started a business of selling Female clothing and accessories with a start-up capital of Rs.15000/- (Project conducted by SVIMS College).
- **Second Runner up** in the inter college Group Dance Competition conducted at YMT College, Mumbai
- **Runners up** in inter College PPT Presentation for promoting the business views.
- **Actively** participated in all college seminars and events.
- Invited and interacted with corporate clients for Job Fair conducted by SVIMS College.
- **Certification in** Basic Computer Operations.

PROFILE PERSONA

Date of Birth:	18.06.1990
Permanent Address:	Dosa Building, B19& 20,Opp. Sandhurst Road Station,Mumbai400009
Languages Known:	English, Hindi, Marathi and Gujarati.
Marital Status:	Unmarried

DECLARATION

I hereby declare that the information furnished here with is true to the best of my knowledge.

ANITA KUNDHADIYA

