



# Shraddha Narendra Jadhav



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## SKILLS

- Problem Solving by taking ownership
- Effective communication
- Team work

Certified with AON's Rewards Ready Program

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## EDUCATION

2013

**Sinhgad Institutes | Pune**  
Masters: Business  
Administration in Human  
Resource

2010

**Pune University, Mumbai**  
**University, Birla College of Arts**  
Bachelors of Computer  
Science: Science and  
Commerce

2007

**Maharashtra Board,**  
**K.V.Pendharkar College of Arts**  
Secondary School Certificate:  
Science and Commerce

## PROFESSIONAL SUMMARY

A confident person who wishes to build a career that will help to utilize and enhance skills and knowledge which will benefit the organization. Professional Synopsis Result-oriented professional with 10 years of experience as Human Resource Professional and facilitating superior workforce strategy that steers an organization towards growth and profitability.

Skilled in handling performance and rewards activity, Performance Appraisal, Employee Life Cycle and HR Operations activity.

## WORK HISTORY

*12/2022 - Current*

**Manager - Global P&R**

**Allianz Technology | Pune, India**

- Handled total 19 countries' as a part of Center of excellence team.
- Taking executive sessions to make executives aware about yearly KPIs
- Managing executive KPIs and present dashboard to Senior Leadership team each quarter as well as functional BPs
- Facilitating sessions for executives and briefing them on new contracts and clauses.
- Managing executives contracts and connect with regional SPOC in implementing new policies / clause for them.
- Handling Talent Segmentation process of implementing and tracking across 19 countries.
- EDGE certification process to be handled for 4 countries.
- Maintaining Global benefits inventory and helping countries to implement benefits process for employees.

*12/2015 - 12/2022*

**Assistant Manager**

**CDK Global (India) Pvt Ltd | Pune**

2005

**Distinction Through  
Maharashtra Board  
D.N.C High School**

- Responsible for compensation and total rewards consulting
- Leading C&B Surveys for supporting C&B projects
- (Eg: AON, Deloitte, Mercer etc.)
- Provide C&B consulting to assigned business on all pay actions (job offers, promotions, retentions, counter -offers etc.), in line with internal and external data sources and org guidelines
- Lead annual merit increase for the assigned business; including design and implementation of guidelines, creation of merit template, systems (Workday) configuration support, process governance and merit taxonomy
- Responsible for utilizing market data for C&B deliverables such as design of pay ranges, recommending corrective actions for identified employee groups and for periodic market insights presentations to business
- Handle end-to-end back office HR processes like on boarding on HR Tool like Success Factor and Workday within HR operations space
- To update HRMS database appropriately and accurately with new hire information
- Managing end to end Onboarding, Exits and Full n Final process of employees
- Handling employee benefits such as Different types of insurances/Creche/Shift allowance data management
- Responsible for new HR policy implementation or policy revision
- Arrange org wide sessions to deliver HR policy and processes
- Giving local support for all compliance related tasks (Monthly/Quarterly/Half Yearly/Yearly labor compliance returns)
- To update HRMS database appropriately and accurately
- Understand and complete employee data change transactions in HRMS
- Develop good knowledge and working of HRIS system, employee data and report handling (Attrition Report, Head Count Report, Leavers Report Etc..), Monthly Business Review data management
- Manage Global Mobility between India and US locations
- Co-ordination and guidance provision to L1 travelers
- Handle New Hire Orientation for all new hires
- Handle HR work requests and queries/transactions through a ticketing system
- Provide one on one support to HRBPs onshore as required
- Connect with vendor on background check processes of new hires as well as for Ex-employee
- Issue letters (Eg: Address proof, Employment proof, NOC, Bonafide etc.) for employees
- Maintain consistent approach to problem solving and methodology
- Strives for continuous quality improvements
- Adherence to SLAs

- Strong ability to focus on details, demonstrate accuracy, and maintain a high level of confidentiality mainly with data and numbers.

*01/2015 - 12/2015*

**HR & Admin Executive**

**Rosetta Products, Al Anwar Marketing Co**

- Managing End to End recruitment cycle
- Ensuring completion of Joining formalities like verifying certificates, confirming joining dates, preparing Company ID cards, preparation of offer letters, opening Salary accounts with bank for new joiners etc
- Conducting reference checks of candidates to ensure company has the best & genuine manpower
- Providing HR manuals to new joiners so that they understand the rules and regulations of the company, and the benefits allotted to them as per their grade
- Maintain a very friendly relation and ensure the new joiners are very comfortable with the organization's environment
- Keeping track of daily attendance and forwarding the same to the senior management
- Handling Employee Engagement activities
- Conducting exit interviews and understanding all the positive & negative experience experienced by the employee
- Ensuring Full & Final Settlement statement is prepared of resigning employees
- Confirming with the accounts department about the Loans / Advances/ Pending dues etc
- Confirming if the Assets & have been surrendered so as to provide NOC
- Making various reports like weekly HR reports, recruitment reports, KPI reports and forwarding the same to the senior management for making strategic decisions.

*01/2015 - 10/2013*

**HR & Accounts Executive**

**Aveda Infotech Pvt Ltd, Narendra**

- Recruitment & Selection:
- Successfully managed full recruitment life cycle independently, including Requirement gathering, requirement analysis, referring to the existing internal database, Sourcing profiles, Screening, Short listing, scheduling interview, Coordinating
- Technical Interviews, Salary Negotiations, Offer (Complete

Documentation) and Closure of candidates

- Complete onboarding formalities of new joiners. Plan, organize and conduct Induction program for new joiners
- Managing transfers and internal employee movements
- Employee Query Management related to various HR procedures & processes
- Conducting timely one on one meeting with employees specially with new employees to understand their queries / issues for effective employee grievance management
- Involved in employee relations for planning and executing various events
- Responsible for maintaining all the records required for statutory compliances. Working with statutory vendor for timely update of record & labor office related work
- Maintaining attendance register & preparing monthly leave reports. Sending data to account department

05/2013 - 09/2013

**Management Trainee**

**ARAMARK India Pvt Ltd**

- Leave, Attendance and Salary management - Monitor attendance of employees, Maintain records for Absence, Leave,
- Advance, Calculation of salary of employee, Payroll Administration, Prepare monthly pay slip
- Fill up the joining form and complete other required formalities for new joiners
- Ensure issue of Appointment letter to new staff
- To obtain the details of the attendance on a weekly basis from the sites and update the same in the HR module
- Check the payroll on receipt and ensure that there are no apparent errors
- Preparation Employee Attendance on monthly basis
- Cash disbursement to Employees
- Verification & Payment of Employee's Salary, Checking for Salary advances, Checking of F & F of employees
- To receive the resignation letters from the employees and co-ordinate for the completion of the exit formalities
- Preparation of MIS report as per organizational procedure
- Maintaining Employee database like, Checking Employee ESIC Card & WC Policy update, PF slip distribution
- Handle Client Compliance issues like, PF / ESIC / PT / MLWF Audits
- Admin work: - Handling office expenses, Arranging Stationery, Handling couriers and co-ordinate with vendors
- Preparing CTC statement for Proposals as per the client's requirement

- Scheduling interviews for shortlisted candidates
- Coordinate with consultants and panel for scheduling interviews
- Updating the data as per trackers after interviews
- Offering the candidates and negotiate with them on different issues
- On-Boarding of selected candidates.



