



ASHWINI SHINDE

HR MANAGER

CONTACT

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📍 Kandivali W, Mumbai, India

🌐 @ashinde900

SKILLS

- HR & People Analytics
- Talent Acquisition
- Performance Appraisal
- Training & Development
- Compensation & Benefits
- Statutory Compliance
- HR Policies & Procedures
- Human Resources Administration
- Employee Life Cycle

EDUCATION

MBA, Human Resources Mgmt

Jul 2011- May 2013

Welingkar's Institute of Mgmt, Mumbai

B.L.S / LL.B (Bachelor's in Law)

Jun 2006 - Jul 2011

Mumbai University – Govt Law College

Diploma, Human Resources Specialization

Aug 2008 – May 2009

Welingkar's Institute of Mgmt, Mumbai

ADDITIONAL INFORMATION

Hired Technical Talent: Leadership Roles such as CXOs, Directors, Architects, Engineers, Managers at all levels Backend, Frontend, Fullstack, Devops, Scrum Masters, Analyst, Designers, Testers

Technical Skills as below :

- Python, Django, React, Redux
- UI, Node JS, Angular JS, C#,
- C++, SQL, .Net, Java, Javascript,
- HTML CSS, JQuery,
- AWS, Azure, Docker, Kubernetes
- Manual, Automation Testing
- UI, UX, Graphics,
- Analysis & Report

Forward-thinking Human Resources professional with 11+ years of work experience, proficient in hiring IT talent, developing team base, improve productivity & morale. Successfully hired 80% tech talent in the span of 20 months. Adept in HRMS payroll & ATS. A resourceful Leader with prominent experience in Start-ups & revamping HR verticals, proven ability to work in fast-paced environment for driving performance agenda. Adroit in achieving best utilization of resources to attain business goals.

EXPERIENCE

Manager HR

Apr 2023 – July 23

SURFBOARD INDIA PVT LTD, Mumbai

- Conducted onboarding activities for new hires, including document collections and digital records.
- Generated offers for new and internal hires and facilitated background checks.
- Created onboarding and culture kits for new employees, providing essential resources.
- Ensured a smooth welcome for new hires, conducting orientation and introducing available resources.
- Maintained accurate employee data across HR systems, ensuring data integrity.
- Provided advice and support on employee benefits, employment letters, and off-boarding.
- Cultivated strong employee relationships, fostering a sense of belonging and ownership.
- Supported talent management programs and performance management processes.

HR Manager

Jan 2021 – Aug 2022

TIFIN FINTECH INDIA, Mumbai

- Mentored recruitment, selection process, developed & monitored overall HR strategies, systems, tactics & procedures across organization & nurture positive working environment, accomplished all HR functions at offices at different locations in India.
- Achieved Statutory Compliance throughout HR Management & HR audits.
- Oversaw & managed performance appraisal system that drives high performance, handle sensitive employee data in a discreet manner.
- Constructively maintain pay plan & benefits program, report to management & provide decision through HR Metrics. Engaged in due diligence when acquired another company
- Implemented new-hire program by incorporating training initiatives while resolving problems & processing related documents.
- Created & implemented forward-thinking initiatives to improve employee engagement activities, operated & maintained applicant tracking & candidate. management systems, created culture of engagement, collaboration & teamwork, proficient in HR Analytics & HR Dashboards.

Human Resource Manager

Feb 2017 – May 2020

Symphony Fintech Solutions Pvt Ltd, Mumbai

- Planned & performed new employee orientation to foster positive attitude toward organizational objectives, set-up new office at another site, Achieved recognition for onboarding 35 tech-skilled employees in span of 40 days.
- Serve as link between management & employees by handling questions, interpreting, administering contracts & helping resolve work-related problems.
- Increased verified applicant references from employment details.
- Administer compensation, benefits & performance management systems, & safety & recreation programs, background checks & reports of the employees
- Identify staff vacancies, recruit, interview & select applicants.

PREVIOUS WORK EXP

- In-Solutions Global Pvt Ltd
- HR Generalist – Genie Soft System Pvt Ltd
- HR Trainer – NYUZ, Mumbai
- HR Executive – Sprint HR Solutions Pvt Ltd

Feb 2015 – Jan 2016

Oct 2013 – Jan 2015

Feb 2013 – Sept 2013

Feb 2008 – July 2009

COURSES & CERTIFICATES

- HR Analytics, University of California, Irvine, 2021
- People Analytics, Wharton, University of Pennsylvania, 2021