

# Shivani Chavan

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Result-oriented professional with a proven record of stamping success in pursuit of assignments as Human Resource Generalist

**Industry Preference:** Manufacturing

**Location Preference:** Aurangabad

## PROFILE SUMMARY

- Result-oriented professional with more than 10 years of experience with Manufacturing Industry in overall HR Operations with key focus on implementing HR policies, systems and practices; ensuring smooth running as well as enhancement of centralized HR process operations in alignment of the same with business operations.
- Efficient in handling the Performance Management Program, Employee Life Cycle, Reward and Recognition system in an organization.
- Implement Induction process and ensuring its effectiveness.
- Structuring & Strengthening Training & Development process and monitoring its effectiveness mechanism.
- Coordinating in all types of HR audits, BOD meetings by presenting analysis and records for HR department.
- Increasing employee morale by developing innovative employee engagement activities.
- Skilled in maintaining effective employee relations with staff across all levels on day-to-day matters through career counseling, role enrichments, feedback sessions & settlement proceedings.

## CORE COMPETENCIES

Presentations, Reporting & Documentation

HR Functions

HR Analytics

Employee Engagement

Communication Skill

Training and Development

Internal Compliance

Success factor (SAP Version)

Planning & Organizing Skill

## WORK EXPERIENCE

- Sep'22 till date – Sterlite Technologies Limited, Aurangabad as Associate Manager (HRBP & Lead L&D Optical Fiber Business)
- Mar'21 – Sep'22 Cosmo Films Limited, Aurangabad as Executive-HR
- May'13 - Mar'20 Endurance Technologies Ltd., Aurangabad as Assistant Manager (HRBP-R&D and as EA to CTO).
- Jun'12 – Apr'13 Dhoot Motors, Aurangabad as an Officer-HR.

### Key Result Areas:

#### • Learning & Development:

- Planning and administering induction and training procedures to new employees, analyzing mid team performance reviews and identifying training needs if any and also maintaining relevant training materials.
- Understanding skill gaps among individuals with help of line managers by means of Competency Mapping, reviewing SMART Objectives & identifying Training needs
- Mapping of trainings based on IDP provided by respective head and preparing Training Calendar based on short and long term training goals.
- Organising classroom training programs thru internal & external trainers and e-learning modules thru LMS platform.
- Represent the Training data in Internal & External Audits.

#### • Payroll Services:

- Prepare timely & accurate payroll inputs for all locations.
- Coordinate, monitor & execute Full & Final settlements on time.
- Maintaining attendance through Bio Metric System
- Maintain Employee Personal files.
- Answer employee payroll related queries & resolve the same.
- Get approvals for Salary advances, medical advances, etc
- Handle Consultants/ retainers payments, apprentices stipends.
- Process payments related to Sodexo, NPS and various allowances on monthly basis.
- Register Employee under ESIC, process ESIC Challans.

- **Employee Engagement :**

- Executing yearly R & R plan for all the employees
- Actively organising corporate events such as seminars, conferences, staff appreciation events, out bound trainings and team get together.
- Organizing knowledge sharing sessions once in a month to promote open knowledge sharing environment that builds knowledge, skills & service for the benefit of the organization as a whole.
- Creating yearly employee engagement calendar and execute the same.
- Managing monthly employee engagement activities and planning/executing major annual events for employees while analyzing the need and conducting engagement week workshops for employee benefit.

- **HRBP & Employee Services:**

- Update all the data pertaining to employees in timely & accurate manner.
- Facilitate local support for the new hires, handle induction formalities.
- Facilitate interview & recruitment process, prepare offer & appointment letters.
- Coordinate in Onboarding process.
- Coordinate in Probation confirmation process and issuance of confirmation/absorption letters.
- Steering initiatives like HR open door, Town Hall meeting, etc for the benefits of the employees.
- Handling Group Medclaim & Accidental Policy, ensuring submission of claim documents & settlement with Insurance company, organizing Health Checkup camps at plant locations.
- Drafting the attrition trend and key concern areas by finding the root cause in order to make required changes to build a healthier environment in department & more performing workforce
- Prepare MIS report and Organisation updates of every month.

- **PMS :**

- Developing the quarterly performance review calendar and conducting mid performance evaluations, IDP's, performance improvement plans, one to one reviews with operations team.
- Ensuring corporate performance measures and objectives are communicated company wide; and employees are regularly updated as to progress.
- To create KRAs for each role in department in consultation with functional heads.
- To create the timelines and forum for discussion with each employee on performance reviews against established KRAs.

**ACADEMIC DETAILS:**

- HR Analytics certification Course (3 months) from Protouch in 2022
- E.M.B.A (Human Resource) from Wardha University (Nagpur) with 71% in 2011
- M.B.A (Marketing) from Mahatma Gandhi Missions Institute of Management, Aurangabad with 67% in 2010
- B.Com. from Deogiri College, Aurangabad with 73% in 2008

**IT SKILLS:**

- MS Office ( Word, Excel, PowerPoint)
- Outlook
- Success Factor Module
- Power BI

**PERSONAL DETAILS:**

**Date of Birth:** 23<sup>rd</sup> March 1987

**Language:**English, Hindi, Marathi and Punjabi

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