

ASHWINI MORE

Masters in Personnel Management having **9 years of experience**, seeking challenging assignments in the field of Human Resource Management with a growth oriented organization.

AREA OF EXPERTISE SYNOPSIS

A Dynamic & Energetic self-motivated Professional adept at teamwork, well versed with the concepts of Human Resource Management with flair to work in a stimulating environment. An out-of-the-box thinker committed towards the growth of the organization with flair for adopting emerging trends & addressing industry requirements.

ACADEMIA

- **Masters in Personnel Management, 2014** Pune University
- **B.Com, 2011** Bharti Vidyapeeth University
- Industry Certified Practical Core HR Duties Program From PREHR, Pune (2014)

IT Skills

Microsoft Office, Windows and Internet Applications, Advanced Excel, Payroll ERP Software, Leave & Attendance Software Advanced Excel (V lookup, H lookup, Pivot Table, Macros, Freeze, Filter, Mail Merge) Online Job Portal (Indeed, Careerma, Naukri, Monster, Webmail), Social Networking

PROFESSIONAL EXPERIENCE

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| • Asst. Manager - HR – AVIOR MERLIN VENTURES LLP - PUNE | Jan'20 to till now |
| • Asst. Manager - HR - CARCANET INFRA PROJECTS PVT. LTD. - PUNE | Mar'17 to Dec'20 |
| • Asst. Manager - HR - PRIYAL REALTY & INFRASTRUCTURE PVT. LTD. - PUNE | May'15 to Mar'17 |
| • Asst. Manager - HR - CUSTODIAN OF ENEMY PROPERTY, GOI. - MUMBAI | Feb'14 to Feb'15 |
| • Summer Intern- DSM INDIA PVT. LTD. - PUNE | (3.5 Month) |
| • CRM Ex.-SIRONA COMPANY - PUNE. | Jul'11 to April'13 |

Roles & Responsibilities:

Human Resource Management:

- Amending & implementing HR manual, procedures for HR Operations & Development as per company objectives.
- To define KRA, KPI & Competence criteria, job description of different jobs, developed organization structure (Chart).
- Monthly meeting with management with HR points – Management Information System.
- To maintain employee database, file and other personal details with nomination of PF & Gratuity.

Payroll and time office management:

- Responsible for salary calculation through ERP Software.
- Responsible for salary and wages of the employees, supervisions on the inputs provided for processing the pay roll, ensuring necessary statutory deductions, settling the employee's grievances as regards to salary.
- Responsible for employee salary, calculation of Gross Salary, Net Salary, PF, ESI, PT, TDS
- Responsible for checking late coming, outdoor gate and visitors pass, short leaves, leaves availing (CI/SI/PL), Compensatory off.
- Responsible for allotting shifts, checking their timing (in/out), timings for casuals.

Employee Relations:

- Maintaining employee queries & workplace grievances and discipline.
- Resolving employee's queries regarding statutory & non statutory compliance, salary, leaves, attendance, performance appraisal, etc.

Employee /Staff Motivation:

- Arranging social activities like trips, birthday celebrations, medical checkup and employee of the month.
- Arranging Kaizen award to staff people.
- Awarding attendance bonus (Big Bazar coupons) to contract labours.
- Managing Appreciation letter to employees/ staff members who done any project successfully.
- Arranging Refreshment once in a year for all staff/ employees. Worked on employee's satisfaction survey.

Recruitment:

- Handled mass recruitment.
- Recruitment done for positions like BDA, BDE, HR, QA, Maintenance, Marketing, Store Keeper, Accounts, Engineers, Supervisors, Executives, Operator, Advocate.
- Worked on job portals, database, postings & deal with placements for recruitment.
- Short listing the candidate with concerned authorized person depending upon candidate's competency, job description, and experience approved commercial budget and then calling for interview.
- Execute the interview process as filling employment application, execute test (for technical positions), conduct interview with concerned authorized person.
- Give offer letter & make procedure of new joining candidate i.e. recruitment of new employee, induction training appointment letters.

Statutory Compliance:

- Worked on acts like Custodian of Enemy Property Act, Minimum Wages Act, Contract Labour Act, ESIC, PF, Gratuity Act, Registration of Contactor, etc.
- Liaisoning with Industrial Safety, Health & Environment Department, Inspector, Environment Statement.
- Check the compliance with the statutory requirement like renewal of acts and licensing of contractor.
- To keep records of ESIC, Pf Challan/ Statement, Bonus & accident register.

Full & Final Settlement:

- To make full and final settlement of resigned/ retired employee as per clearance form

Training & Development

- Worked on Identifying training needs from sources like performance appraisal, evaluation of employee, departmental head requirements, skill mapping.
- Prepared the training plan and keep records of trainings done & measure training effectiveness.
- Developed training material (presentation/pre/post test/ feedback) for induction training/ safety.
- Prepared skill matrix for contract labour and staff for suitable utilization of their skills in their work
- Prepared correct and prevention plan for any non-conformances observed.

Safety, Health & Environment:

- Conducted monthly safety meetings with all department heads & close open points, provide safety shoes, Ear defenders, Safety glasses, Hand gloves. Etc
- Co-ordinate with concern Consultant for the task/ work given by them.
- Followed up with department head for legal/ Aspect & impact register.
- Promoting safety awareness, arranging firefighting/ first aid training programmers.
- Conducting regular safety audit. Checked & closed the unsafe places in organization, which can harmful for employees.
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- Co-ordination with doctors/ hospitals/ fire brigades/ police department in emergency, medical help, keeping stock of medicines.

Performance Appraisal & Compensation:

- Worked on Essay Appraisals & Rating Scales Method for performance appraisal.
- Arrange appraisal process on schedule, track process and manage timely completion of the process.
- Co-ordinate with the different department heads about the appraisal cycling.
- Revise/update the appraisal forms and co-ordinate distributions of appraisal forms.
- Manage previous year's appraisal of all employees and co-ordinate with Sr. Mgt in the ratings.
- Prepare the revised compensation figures to Sr. Mgt for the approval.
- Increments, Compensation review/ restructuring/ benefits and reward, promotions, transfer & career planning.
- Necessary feedback to the employee set the goals of employee for the rest of year after appraisal

Reporting to Director:

- Discuss if any issues, MIS, etc.
- Action plan with its effectiveness

General Administration:

- Maintaining Discipline:** Formulated rules & systems of Administration, Disciplinary Memos to employees for misconduct, initial enquiry, disciplinary action, appreciation and increment letters.
- Security:** Ensuring access control, Gate office administration, and periodical / frequent security check, checking camera surveillance, scrap & attendance management of all employees.
- Housekeeping :** Follow up with housekeeping team for housekeeping of place, maintaining appropriate stock of material required for housekeeping, stationary
- Guest- House:** Providing accommodation & travel arrangement to the visiting guests.
- E-mail & website:** Co-ordinated with web designer for designing website, worked with E-mail administration.

Achievement

- Certificate of Appreciation- Remarkable Effort in Customer Care

EXTRA CURRICULAR ACTIVITIES

Sports – Athletics (HIGH JUMP)

• Athletics (Women) All India Inter University Tournament 2010-Participation Certificate	2010
• 25 th National Inter Zonal Junior Athletics Championships- Participation Certificate	2009
• 19 th West Zone Junior Athletics Championships- Merit Certificate	2007
• 23 rd National Inter Zonal Junior Athletics Championships- Participation Certificate	2007

PERSONAL DETAILS

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Date of Birth: 02 June 1991

Languages Known: English, Hindi & Marathi

References: Available on request

Date:

Place: