

# SANGITA GAVADE

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## STRATEGIC HR MANAGEMENT / HR GENERALIST

### CAREER SUMMARY

*Seasoned and versatile HR professional, having exceptional interpersonal skills with 10+ years of varied exposure with reputed business establishments, performing diverse roles and having hands-on experience across:*

HR Generalist Functions	ISO / Statutory Compliance	Payroll Management	HRMS / HRIS
End to End Recruitment	Employee Life Cycle Management	Performance Management	HR Operations
General Administration	HR Policy Implementation	Talent Acquisition-Global	Employee Engagement
HR Metrics & Measurement	Vendor Management	Onboarding & Offboarding	Database Management
Employee Relations	Talent Management & Retention	Good Communication	Team Leadership

- Providing strategic direction/management of assessment, conceptualization, design and roll-out of various short-term and long-term Organizational Development interventions around structure, processes & HR / talent management practices to gain a competitive advantage.
- Skilled in designing compensation packages & bonus programs that align with the company's strategic plan; ensuring salaries & benefits comply with the current legislation about human rights and pay equity.
- Rich experience of devising strategy for High Performing Talent Acquisition in a challenging market. Hands-on with co-facilitated business reviews with management teams for nurturing high-potential resources.
- Proactive in performing strategic role with respect to employee training & development; preparing the workforce for future positions within the company; succession planning, promotion-from-within policies & performance evaluation factor.
- Effectively liaising with relevant authorities of PF, ESIC, PT.; adherence to Maternity Benefits Act, Bonus Act, Minimum Wages Act, Shop and Establishment Act Compliance.
- Demonstrated excellence in handling managed payroll of over 1500 employees; developing systems to process payroll account transactions; managing leave records, deductions of PF, ESI, Income Tax, and other deductions of employees.
- Established track record of providing seamless HR leadership with key focus on smooth functioning of day-to-day organizational functions thus facilitated in realization of organization's mission.
- I have experience working in fast-paced and startup environment by quickly adapting to new changes and workflows.

### ORGANIZATIONAL EXPERIENCE

**Feb 2020 – Dec 2022 | Kobo360, Pune | HR Manager**

#### Key Result Areas:

- Developed and implemented HR policies and procedures that comply with relevant labour laws and regulations.
- Developed and monitored overall HR strategies, systems and procedures across the organization.
- Processed the Payroll including the collection of various salary input. (attendance data, leave data, full & final settlement data, etc.).
- Ensured legal compliance with employment laws and regulations.
- Responsible for smooth processing of benefits programs such as pension plans, medical insurance, leave entitlements.
- Coordinated employee training initiatives including onboarding, leadership development and technical skills training.
- Developed and implemented compensation and benefit programs that are competitive and aligned with organization's overall strategies.
- Updated & managed employee leave record, and employee master data etc. on HRIS Like BambooHR, SeamlessHR, Bento Payroll.
- Managed Employee relations by addressing demands, grievances and other employee related issues.
- Preparing & examining job description documents for all the positions across various functions in coordination with the respective hiring manager.
- Responsible for handling full recruitment cycle-from initial screening, coordinating with interviews, ATS, handling background verification of selected candidates to negotiating and releasing the offer letters.
- Worked on global hiring for Nigeria, Kenya, Uganda, Ghana, India, Francophone countries.
- Worked closely with hiring managers to adequately understand their needs, requirements and expectations of the positions.
- Rich sourcing experience by using traditional and non-traditional sources like database, networks, job boards, LinkedIn, social media, google search, online forums and blogs.
- Co-ordinated with global cross functional teams.
- Took ownership of interview process like arranging telephone, video and in person interviews.

- I have a keen eye for detail and process along with the ability to work in an ever-changing environment.
- Actively engaged in diversity and inclusive hiring strategy.
- Worked on end-to-end documentation of all the new joiners; settling any 'on hold' employment and ensuring a stable overall onboarding process and orientation.
- Conducting exit interview feedback and submitting the valid ones to the human resources senior management.
- Worked on performance management process including setting goals, providing feedback and conducting performance evaluation.
- Developed and implemented employee retention strategy including employee engagement programs and career development, Training opportunities.
- Managed employee pulse processes and recommended on the action plans to build on strength and addressed areas of dissatisfaction.
- Planned & budgeting administration expenses and working towards minimizing operational expenses/costs.

## **Aug 2017 – Aug 2019 | Amaze Life Web Solutions Pvt. Ltd, Pune | HR Manager**

### **Key Result Areas:**

- Developed and implemented HR policies aligned with the business strategy.
- Worked on monthly payroll, statutory compliances, employee engagement activities, performance management, end to end recruitment.
- Managed administrative functions related to employee management, including onboarding, offboarding, leave management and attendance tracking.
- Managed vendor relationships for office supplies, facilities, and other administrative needs.
- Implemented training program to enhance employee's skills and capabilities.
- Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and managing personal relations.
- Managed employee surveys process.
- Secured the employees file & ensured maximum confidentiality of their personal information or documents.
- Kept records and maintained employee database by updating their personal files on time.

### **PREVIOUS EXPERIENCE**

**May 2012 – Jul 2017 | Traveltime car Rental Pvt. Ltd, Pune | Senior HR Executive**

**May 2011 – May 2012 | Tanish Enterprises, Pune | HR Executive**

### **EDUCATION**

- Post Graduate Diploma in Human Resource Management from IGNOU University
- Bachelor's in computer application from Shivaji University

### **TECHNICAL PURVIEW**

- Payroll & HRMS/HRIS - Spine Payroll, Bento Payroll, BambooHR, SeamlessHR, Jira – Service Desk
- Microsoft Office Suite – MS-Word, PowerPoint, Advanced Excel

### **PERSONAL DETAILS**

Present Address:	Pune
Languages:	English, Hindi and Marathi
Location Preference:	Pune / Bangalore

