

ALPA GOHIL

Kharadi,pune

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Summary

Senior Human Resources Generalist offering 4+years in HR. Experienced in Recruitment/selection, Performance Management system, HR policy ,Payroll Management and strategic Planning.

Highlights

Staffing and Recruiting Professionals * off boarding *Employment

Knowledge of HRIS and HRMS (Software knowledge –Spine, greythr)

Employee Relation

Accomplishments

Implementation of the HRIS & HRMS to improve Management of Tracking relations issues, Leaves, Corrective actions & underemployment.

Implementation PMS module in the organization to define employees performance evaluation.

Experience

Digital Xpressions

Sr. HR Generalist

Aug 2022 to Present

- Responsible for Managing all HR operations & strategies within the company.
- Areas of oversight include planning, Recruitment, Performance Management, Compensation, Payroll and administering HR Program.
- Responsible to Manage HRIS, HRMS & PMS module. (Software use- Spine)
- Implemented and provided training to employees and managers on corporate policies, PerformanceManagement, processes and procedures.
- Task Management/Monitor
- Employee Engagement activities
- Employee off boarding

Orion Digital Pvt Ltd – (WFH)

HR Generalist

Nov2021 to June 2022

- Responsible for Recruitment Process
- Onboarding and Documentation process
- Implemented and provided training to employees and managers on corporate policies, processes and procedures.

Orion Digital Pvt Ltd

HR Generalist

Aug 2018 to Jan 2020

- Responsible for Recruitment Process
- Onboarding and Documentation process
- Implemented and provided training to employees and managers on corporate policies, processes and procedures.
- Organizing multiple activities such as in house parties, regular outing, Team Lunch/Dinner etc. to engage employees.
- Responsible to Manage employee's attendance, leave, Payroll, PMS, Appraisal.
- Employees off boarding activities

Ednit Software Pvt Ltd

HR Officer

Sep 2016 to June 2018

- Performed searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources and employee referrals.
- Prepared and maintained employment records related to events, such as hiring, termination, leaves, transfers, and promotions, used human resources management system software (used Spine Software).
- Coordinated with outside staffing agencies to secure temporary employees, based on departmental needs.
- Conducted reference or background checks on job applicants.
- Onboarding process, Documentation of new employees.
- Implemented and provided training to employees and managers on corporate policies, processes and procedures & off boarding process.
- Employee Engagement activities, Opening Bank accounts, Mediciam documentation

Education

2010- 2012- Master of Business administration –Human Resources Specialization

IGNOU- New Delhi, India

2009-2010- Appeared CA foundation Exam

2006-2008- Bachelor of Commerce- Accounting and Financial Management

M.S University, Vadodara, India

Certificate Course

2022 – Digital Marketing

Premium Digital School of Marketing, Pune India