**Curriculum Vitae**

**Manisha Kanade**

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**Professional Synopsis:**

HR working professional proficient in overseeing the HR process having 5+ years of experience in HR operations domain including vendor management, recruitment, selection, employee onboarding, terminations via various HRMS, implementation of effective HR strategies and procedure.

**Key Skills: -**

* Vendor Management
* Procurement
* Staffing and Recruiting Professional
* Personnel Record Maintenance
* Onboarding
* Leaves Management
* Terminations

**Current Organization: Red Hat(On Payroll of C-Dot Systems Pvt Ltd)**

Designation **–** HR & Admin Consultant From 12th Oct 2021 till date

Job Responsibilities:

* Vendor Management
* Handling end to end IT recruitment for contract staffing and permanent hiring.
* Inform vendor regarding selection, prepare **Scope of work** document and share with vendor and internal team for approval. Collect documents of selected candidates.
* Creating **Purchase Requisition in Oracle**.
* Assisting manager for onboarding process. Raising Laptop request and setup request for new joiners.
* Sending welcome email and attendance format.
* Looking for payroll, leaves deduction for contract employees.
* Processing **Receiving** in Oracle, adjust Receiving as per invoice.
* Contract Renewals – To setup meeting with Leadership team and if any renewals or increments happens, work accordingly with Leadership team and vendor about renewals/increments. Simultaneously coordinating with contractor regarding renewal/increments.
* Looking for contractor conversion to permanent employee.
* Contractor Offboarding – Get the final settlement email from internal team, update in tracker for last working day, raise laptop collection request and track it. Inform procurement team to close Purchase order after final settlement.
* Onboarding new Vendor in Oracle.
* **Procurement** for global client.
* Core Committee member of Design Thinking team.
* Maintain various trackers.
* Arranging team events.
* Looking for training for employees, software licenses.

**Last Organization: - Tata Technologies (On Payroll of Randstad India Pvt Ltd)**

Designation **–** Recruiter (From 19th Nov 2018 till 24th Apr 2020)

Job Responsibilities:

* Handling end to end IT and Automotive recruitment for contract staffing and permanent hiring.
* Sourcing candidates through naukri portal, social sites, job posting, vendors etc.
* Screening and Schedule interviews with managers for shortlisted candidates. Follow up with manager for feedback.
* Collect documents for selected candidates and enter candidates details on SAP tool. Share documents with BGV team for verification.
* Assign candidate to requisition – SAP.
* Follow up with candidate and onboarding team for offer release.

**Previous Organization: - Sears Holding (On Payroll of Trigent Software)**

**Designation: Senior HR Officer From 2nd March 2017 till 5th Sept 2017**

Job Responsibilities:

* Supporting for Global Client for Off-boarding process.
* Managing exit process transaction after receiving the tickets from DOL tool.
* Run queries in Peoplesoft and validating data through excel sheet.
* Creating terminations letters through PeopleSoft HRMS tool.

**Previous Organization: -Wipro Limited**

**Designation: Officer From 24th Dec. 2014 till 3rd Sept. 2016**

Job Responsibilities:

* Handled On-boarding, Leaves Management and Offboarding.
* Worked in HR Shared Services.
* Terminate employees in **Workday.**
* To make necessary changes on Workday.
* Handling employee’s daily queries coming via email, ticketing tool(BASE).
* Handled Severance for employees.
* I interact with internal and external clients answering questions, providing guidance and problem solving.
* Run and provide reports to various departments. Perform various tasks that are assigned.
* Leading the team as well as handling HR and HR operation process in a team for pilot process.
* Worked on Standard Operating Procedure to make understand how the process flows.
* As an officer working for global client which includes different kinds of process have a vast knowledge of it and process it.
* Providing Training to employees and Develop employees.
* Participation in Go-Live Process (Pilot Process) on 15thJune, 2015 in Wipro Ltd.
* Well-verse with Software **ADP** and working on reports to be generated.
* Assigning the roles to the respective colleagues.
* Making weekly dashboard for the Client.
* **Achievement:** Received “**Extra Miller**” award from Client.

**Previous Organization:-Voith Industrial Services India Pvt Ltd.**

**Designation:** HR Trainee (Under EPS Scheme – Govt. of Maharashtra.) From 21st March 2014 to 22nd Sept 2014

* **Recruitment**
* **Joining Formalities**
* **Performance Appraisal**
* **Exit Formalities:-**

Conducting exit interviews, Submission of F&F to Finance and Accounts departments.

Prepare MIS of exit interview and analyse it.

**Achievement:** Received “**Extra Miller**” award from Client in Wipro Ltd.

**Certifications:-**

* **Workday HCM** Course completed in May-2023 through **Cloud Foundation.**

Learned practical understanding of key concepts and exposed to industry-relevant use cases and scenarios.   
This course covered:  
CORE CONCEPTS AND NAVIGATON BASICS  
ORGANIZATIONS IN WORKDAY  
STAFFING MODELS  
JOBS & POSITIONS  
COMPENSATION  
DEFINING BUSINESS PROCESSES  
TRANSACTIONS IN WORKDAY  
REPORTS & CALCULATED FIELDS  
EIB (Enterprise Interface Builder)  
CORE CONNECTORS

* Intensive Certificate course in German language from Ranade Institute, Pune University in 2010

**Summer Internship:** “Assessment of Recruitment & Selection” at Ameya Transmissions Pvt. Ltd., Pune.

Project:

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| --- | --- |
| Title | Online Examination |
| Description | The main purpose online exam to take online test in an efficient manner and no time wasting for checking the paper. |
| Tools/Technology | HTML, Advanced Java, Apache Tomcat, SQL |

**ACADEMIC CREDENTIALS**

MBA in HR from IBMR College, University of Pune 2013

Bachelor of Computer Science from Fergusson College, University of Pune 2010

HSC from Maharashtra Board 2007

SSC from Maharashtra Board 2004

**Technical Skills:-**

* MS-Office Package: Word, Excel, Power Point, Outlook.
* **Workday, Peoplesoft, DOL, ADP, BASE, SAP, Oracle**

**PERSONAL DOSSIER**

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| --- | --- |
| Name | Manisha Vivek Kanade |
| Gender | Female |
| Marital Status | Unmarried |
| Languages | English, Marathi, Hindi |
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**Declaration: -** I hereby declare that above mentioned information is correct to the best of my knowledge.

Manisha Kanade