**Pooja Dubey**

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***CAREER OBJECTIVE*: Senior HR** with **five years** of rich experience in HR generalist and operational role. Seeking for an assignment in **Core HR/HRD/Recruitments** in a dynamic organization commensurate with my analytical and managerial skills.

***PROFESSIONAL SYNOPSIS***

* **Resolute and committed HR & Personnel Management Professional** offering comprehensive experience of the entire gamut of functions involved in HR generalist activities, Performance Management, Recruitment, Training / Development and Employee Relations.
* A consistent performer having successful track record of making visible contribution to raise productivity with **application of HR skills** and proven expertise in all the aspects of HR Operations.

***CAREER PROGRESSION***

**Current –**

**Organization: Flagship Biotech International Pvt Ltd, a Pharmaceutical company**

**Designation: Senior Executive- HR**

**Duration: February 2017 to till date**

**Company Profile:**

Fastest growing India’s leading Generic and Specialty Pharmaceutical companies engaged into Developing, Manufacturing and Marketing a broad range of Pharmaceutical preparations globally. More than 700 pharmaceutical Formulations in various dosage forms like Solid Dosage Form - Tablets, Capsules, Dry Powder for Orals, Liquid Orals, Small Volume Parenteral (SVP), Large Volume Parenteral (LVP) & Powder for Injections, Ointment, Creams, Inhalers and Herbals are Marketed across the Globe.

**Responsibilities @ Flagship Biotech International Pvt Ltd**

* **Employee Relations / Grievances Handling:**
* Actas an interface between the Employees and the Management and sort out the grievances effectively, promote community and welfare developmental activities.
* Design and implement various processes to effectively assist employee issues and facilitate functional inter-departmental meetings.
* **Recruitment / Resourcing / Selection:**
* Managing complete recruitment lifecycle for sourcing the best talent from diverse sources and collaborating human resource requirements in consultation with different functional and operational areas.
* Successfully identify and forecast manpower requirement and prepare necessary plans so as to ensure that the requirements are met.
* **Performance Appraisals / Management:** Conductone-one Appraisal system and accountable for performance management of employees while focusing on individual positions, identifying desired training / development and designing a challenging career plan for the employees.
* **Policies / Procedures:** Successfullyimplement company policies and take disciplinary action under Senior management guidance.
* **Induction & Socialization:** Responsible for joining formalities of all the new joinees and giving them a brief presentation about the organization/Making the new employee aware about the policies and procedures of the company & business line of the company/Taking the new employee for an introduction round within the organization and making them aware about the departments and heads as well.
* **Time & Attendance and Payroll processing**- Responsible for proper maintenance of Time and attendance in the Corporate Office as well as in the system and was also responsible for monthly Payroll processing activity of the staff.
* **Factory Visit**- Visiting the factory outstation premises as and when required in Baroda, Gujarat.
* **Exit Interview:** Facilitating Clearance and full & Final settlement/ Handling Exit formalities/Maintenance of Exit records

* **Welfare Activity**: Responsible for organizing small events in corporate office on various festivals and occasions.
* **Administration Activities:** Managing administration activities in coordination with the admin team.

**Previous –**

**Organization: Privi Life Sciences Pvt Ltd. Hyderabad**

**Designation: HR - Officer**

**Duration: August 2012 to November-2015**

**Company Profile:**

Privi Life Sciences is a research-based formulation organization with interests in Crop, Human and Animal nutrition. The current operations are in the Agri-Inputs vertical with a range of products for Soil Health, Specialty Nutrients, Micro-nutrients, Nutrient based Immunity Boosters and Bio-stimulants. The Privi Group, with a business legacy of over 30 years in the Aroma Chemicals vertical, ventured into the agribusiness domain through Privi Life Sciences

**Responsibilities @ Privi LifeSciences Pvt Ltd**

* **RECRUITMENT & Onboarding Formalities:**
* Handling Recruitment activities with the help of Consultants and through Naukri portal

Taking care of joining formalities of the candidates issuing joining kit, , offer letter,

appointment letter, ID card and other HR related activities

* Induction across level, arrangements, welcome mail, new joinee mail across organization
* Updating new joinee on attendance tracker software i.e. ESSL tracker
* Opening salary bank accounts.

### Payroll Management & Time and Attendance

* Keeping track of Attendance & Late -Marks from punching cards
* Records of Paid Leave, Sick Leave, Casual Leave, Maternity Leave, etc
* Keeping records of Loan & Advance
* Preparing Bonus statement, Entire Full & Final settlement of employee
* Planning for various Incentive Schemes for every financial year and renewing the same

### Compliance:

* Providing monthly details to the PF consultant
* Responsible for all HO/branches related Administration & statutory compliances like PF Nomination / Transfer form, PF withdrawals
* Providing relevant documents related to the Factory

### Insurance:

* Maintaining records about insurance Of HO and branches
* Updating monthly data of insurance and policy holders to the Consultant like new joiners and resigned ones
* Handling claims calls
* Checking claims and co-ordinate with insurance company for benefit

### Management Information System (MIS):

* Maintaining/updating employee personal records database
* Processing Probation / confirmation of employees
* Maintaining leave records of employees

### Other HR Activity:

* Interacting with accounts department for various monthly reports such as Manpower Status, Department status, Vacancy List, Recruitment Status Report, Branch wise salary breakup, Branch wise P.F., PT Deduction
* Redressing the grievances of employees relating to policy manual.
* Handling Vodafone CUG connections for the entire staff and processing visiting cards for the employees.

***ACADEMIC AND PROFESSIONAL CREDENTIALS***

**Educational Qualifications –**

**M.B.A**. with specialization in **Human Resources** (2010-12) from **India Europe International School**, Navi Mumbai, India

Bachelor’s in commerce with specialization in **Banking & Insurance** from Mumbai University, India

**Personal Details –**

Date of Birth : 10-Dec-1988

Nationality : Indian   
Gender : Female

Marital Status : Married

Languages : English, Hindi and Marathi.

Hobbies : Traveling to various place and reading books

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