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| **Decisive, professional-driven, targeting managerial level assignments in**  **Human Resource Leveraging and**  **creating a thriving and inclusive work environment that contributes to the organization's overall success and long-term growth.**  **CONTACT ME AT**   |  |  | | --- | --- | |  | Pune | |  | monalisa.saha2011@gmail.com | |  | +91-8861913524  [LinkedIn](https://www.linkedin.com/in/monalisa-saha-859b79b2/) | |  |  |   **CORE COMPETENCIES**   |  |  |  |  | | --- | --- | --- | --- | |  | | HR Systems Design & Implementation | | |  | | Talent Acquisition | | |  | | Employee Engagement | | |  | | Performance Management | | |  | | HR Policy & Procedures | | |  | | Employee Lifecycle Management (Hire to Retire) | | |  | | Budget Management | | |  | | Retention Management | | |  | | Team Management  Payroll Processing  Grievances/Conflict Management | | |  | |  | | |  | **SOFT SKILLS**  Communicator  Decision Maker  Analytical  Problem Solver  Team Player | | |  | **TECHNICAL SKILLS**  Excel  Microsoft Office  Tally  Spine  Workday  Ascent  ATS  **EDUCATION**  **MBA (HR)** from Manipal University, Kolkata in 2017  **Msc** from Dr NGP Arts and Science College, Coimbatore in 2012  **Bsc** from University of Calcutta, Kolkata in 2010 | | |  |  | |   **PERSONAL DETAILS**  **Date of Birth:**28th Feb 1990  **Address:** Pune-411057  **Languages Known:**  English, Hindi and Bengali |  | **MONALISA SAHA**  **HUMAN RESOURCE**  **PROFILE SUMMARY**   * **Accomplished HR professional 8+ years of experience** in leading HR functions, driving organizational success through strategic HR initiatives and fostering a positive workplace culture * **Experienced in managing employee relations matters**, conflict resolution, and fostering a positive workplace culture * **Showcases ability** **in designing and implementing performance management systems** to drive employee development and organizational growth * **Expertise in formulating, revising, and implementing HR policies and procedures** to ensure compliance and support organizational goals * **Knowledgeable about HR compliance, employment laws, and regulations**, ensuring the organization operates within legal parameters * **Proficient in utilizing HR analytics and metrics to drive data-driven decision**-making and provide actionable insights to leadership * **Skilled in HR Information Systems (HRIS) and technology platforms** to streamline HR processes and enhance efficiency * **Hands-on experienced in creating and delivering training programs** that enhance employee skills and contribute to professional growth * **Proven excellence in managing HR budgets** effectively, optimizing resources while delivering desired results * **Excellent verbal and written communication skills**, including the ability to communicate effectively with employees at all levels   **WORK EXPERIENCE**  **Mar’23 - Present|**  **Vayana Network, Pune as Manager-HR |**  **Key Result Areas:**   * Developing and implementing HR policies and procedures that align with the company's objectives * Developing and executing training and development programs to enhance employee skills and knowledge * Implementing performance management strategies that support employee growth and development * Managing employee relations and provide guidance and support to employees and managers on HR-related issues * Developing and maintaining HR metrics to measure the effectiveness of HR programs * Ensuring compliance with all HR-related laws and regulations * Managing the onboarding and orientation processes for new employees * Designing and implementing programs to boost employee morale and create a positive work environment * Creating workforce plans, succession strategies, and talent pipelines to address current and future business needs * Updating key HR Policies in line with the growing business requirement * Promoting a culture within the organization that emphasizes respect, open dialogue, transparency, as well as diversity and inclusion   **Dec’21– Mar’23|**  **Health & Glow Pvt Ltd, Bengaluru as Deputy Manager-HR |**  **Key Result Areas:**   * Implemented an organizational structure aligned with business priorities and objectives to maximize workforce productivity * Executed the implementation of processes, including performance management and talent development strategies, to foster a high-performance culture * Guided employees and managers about actions needed, completed the appraisal process, and managed bonus disbursements * Provided guidance on merit increases and promotion proposals while tracking department-specific goal sheets and PIP records for annual appraisals * Led the annual and midyear increment cycles for the entire organization and managed PIP processes, preparing reports for annual audits * Managed various local and global employee programs, including new learning experiences, social value initiatives, and the GPTW survey * Administered end-to-end engagement activities and wellness programs according to the yearly calendar * Developed engagement and operational budgets for Pan India and conducted quarterly Reward & Recognition programs nationwide * Supervised the employee relations program, connecting employees across Pan India through REACH, and planned and executed internal capacity-building initiatives * Compiled and shared comprehensive reports with business leaders and ensured the availability of necessary reports during audit processes * Conducted exit interviews, analyzed attrition trends, identified themes and insights, and implemented function-wide and employee-level strategies to retain top talent   **PREVIOUS EXPERIENCE**  **Sep’18– Dec’21|** **SELCO Foundation, Bengaluru as Assistant Manager-HR |**  **Key Result Areas:**   * Developed budgets for HR recruitment and administrative activities * Led administrative benefits and vendor management, fostering a project-oriented organizational culture. Defined action plans and cultivated project competencies within the HR unit. * Orchestrated seamless and efficient onboarding processes and managed the entire employee lifecycle. Led and managed the end-to-end recruitment cycle, from sourcing to closing, for filling open positions as needed. * Evaluated and updated various HR policies, including the HR Manual, COI, CV\_AA, POSH, Anti-bribery Policies, and Car Lease policy * Worked as an ICC member in addressing sexual harassment issues and ensured the submission of the ICC Annual Report to the District Commissioner's office * Managed all issues, conflicts, and grievances with the utmost confidentiality, professionalism, and sensitivity * Designed the Performance Management System (PMS) cycle, encompassing performance planning, training, review processes, and recognition programs to meet individual and organizational goals * Directed the execution of performance management activities, including annual and mid-year promotions and feedback sessions with adherence to timelines * Created and implemented the exit process, including understanding the reasons for employee resignations and generating attrition ratio reports * Administered the processing of Full & Final settlements, gratuity, leave encashment, and timely issuance of relieving and experience letters   **Highlights:**   * Proven excellence in managing **Interview assessment method, Checklist method, Statutory audit and**  **360° appraisal method**   **Nov’17– Jul’18|** **Integration Infotech, Pune as Sr HR Executive |**  **Key Result Areas:**   * Led Talent Management, Employee Life Cycle with strategic onboarding (Hire to Retire), Payroll, Retention Management, Employee engagement and Performance Management   **Dec’15– Aug’17|** **Aditi Staffing, Bengaluru as Sr Technical Recruiter |**  **Key Result Areas:**   * Directed End to End Talent Management, Stakeholder Management, MIS Report, Strategic planning of attracting talent pool   **Aug’14– Oct’15|** **Infollact LLC , Ahmedabad as Recruiter |**  **Key Result Areas:**   * Managed End to End Talent Operations |