**SNEHA S PILLAI**

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An enthusiastic and high-energy driven professional, targeting assignments in **HR Generalist Operations** with an organization of repute in Mumbai

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| **CORE COMPETENCIES**  **Recruitment**  **Payroll Management**  **Performance Appraisal**  **HR Initiatives**  **Statutory Compliances** **Compensation & Benefits**  **Employee Relations Team Management** |  | **PROFILE SUMMARY**  A M.M.S. (HR) with **over 7.6 years** of rich experience in HR Management (Generalist)  Directed critical HR programs encompassing benefits/compensation, staffing, employee relations, and regulatory compliance  Structured and implemented programs and policies in the areas of compensation structures, benefits packages, incentives and new employee orientation   * Experience in implementing HR systems and policies   Expertise in staff development, conflict resolution, HR records management, HR policies development, legal compliance, payroll processing & exit formalities  Managed HR functions pertaining to employees recruitment, employment process, events and new hire orientation for all locations  Successfully initiated the **process of retention policy** in Computer Infotech Pvt. Ltd.  An effective communicator & negotiator with strong analytical, problem-solving & organizational skills |

**ORGANIZATIONAL EXPERIENCE**

**May’19-Nov ‘19 with LNV System Pvt Ltd, Mumbai as HR Manager**

**Jul’15-APR ‘19 with Computer Infotech (India) Pvt Ltd, Mumbai as Senior HR**

**Sept’14-Jun’15 with Indian Commodities, Mumbai as Assistant Manager HR**

**June 12-Aug-14 with Sona Steel Enterprises, Mumbai as HR Generalist**

**Key Result Areas:**

* Ensuring employee welfare, safety, wellness and health with active involvement in the development and implementation of policy documents and handbooks for employee reference
* Planning, developing and deploying employee care program, addressing recommended change needs with management, and fine-tuning efforts to meet goals
* Conducting termination exit interviews and subsequently compiling and distributing acquired information
* Assisting managers in the identification of training & development requirements and solutions from individual to strategic level
* Delivering induction/orientation program to the new recruits
* Updating all new staff details in HRDBM
* Developing and implementing procedures including communication plans, performance reviews, new hire orientation, training programs, compensation & benefits planning and talent assessments
* Interfacing with management and Heads of Depts. for devising and implementing HR policies & procedures in-line with core organizational vision & objectives
* Preparing salary structure and offer letter of the selected candidates after approval from the Business Head
* Designing and implementing new benefit programs to support the newly organized business unit

**Highlights of Current Work Responsibilities :**

* Led the recruitment process and supported employee integration through knowledge sharing & teamwork
* Increased retention rates and employee engagement by initiating and implementing an extensive on-boarding process for new hires from around the country
* Independently supervised core HR Generalist profile including Recruitment, Performance Appraisal, Manpower Planning & MIS for the complete group
* Surveyed organizational employees to assess motivation, expectation and grievances to plan for remediation for employees

**ACADEMIC DETAILS**

* **2012:** Masters in Management Studies in Human Resources from Mumbai University
* **2010:** Diploma in Finance Management from Welingkar Institute
* **2009:** Bachelors in Commerce (B.Com.) from Mumbai University

**IT SKILLS**

* MS Office
* Tally ERP 9.0
* Advanced Excel

**PERSONAL DETAILS**

**Date of Birth:** 24th September 1987

**Languages Known:** English, Hindi and Marathi

**Address:** R1 Flat No. 301, Panvelkar Icon , Ambernath West-421505

**Passport No.:** P3097080 @ Thane, Maharashtra, India and Valid till 01.08.2026