# Ms. Manisha S Renge

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Objective

Expecting the suitable opportunity and fortunate career in your esteemed organization, where I can explore my excellent experience in HR Generalists & Corporate with qualification in **MBA (HR), B.Sc.** I endow to the very best of my abilities and shall always be in view that Organization comes first. My career has progressed with varied, rich, hands-on experience of having dealt with different facets of Recruitment, Employee Relations, Salary Administration, Legal & Statutory Compliances, Grievance handling, Operations & Corporate. Hence, want to use my potentials to contribute very effectively.

Profile

More than**Nine years** of total **Functional** experience in the field of Human Resource Management services, Administration, Operations & Corporate for the well reputed **Hospitals**.

Strengths

* Creativity and Implementation of New Ideas.
* Enthusiasm & Positive Attitude.
* Strong leadership skills with an ability to motivate teams in achieving targets and goals.
* Strong communication and interpersonal skills

Areas of Expertise

* Recruitment & retention
* Performance management System
* Payroll Management,Salary TDS Management
* Industrial Relationship
* Legal & Statutory compliance’s
* HR Operations .Exist Formalities.

Professional Experience

**1)**

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| **Organization** | **Sahyadri Hospitals Ltd.** |
| **Designation** | Sr. Executive -HR (Corporate) |
| **From** | 01stOctober2012 to 15thJune 2016 |
| **Responsibilities** | **Handled HR Generalist profile – Industrial Relations, Union Management, Payroll and HR operations.**   * Maintaining Employee Master Database * Preparing MIS report on monthly basis for salary processing. * Managing end to end payroll activities for salary processing through Spine Payroll Software. * Preparation of Salary statement. * Pay slip Generation and sending the same to the employees within time limit * Follow up of Probation and confirmation Process. * Prepare and process Timely distribution of salary, Bonus, Increment, Salary Slip * Handling all payroll processing, full and final settlements, gratuity settlement, conducting exit interviews. * Payroll administration. * Calculation and processing of termination payments. * Processing increases and calculation of back pays. * Assisting Payroll Manager with month end consolidation. * Assisting Payroll Manager with reconciliation and payment of payroll and group tax. * Reconciling payroll related GL accounts. * Calculating annual leave and SL provisions/accruals. * **Performance appraisal** to be conducted on yearly basis; preparing and updating performance appraisal report, finalising transfers, promotions, rewards and bonuses with the management. * **Recruitment:** Getting requirements from Unit Heads; as per that sourcing for requirement, short listing, and screening for recruitment process. Coordinating with candidates and the clients; informing candidates about interview and preliminary interview. Coordination with the respective HODs finalise compensation. Sending short listed candidate for medical check-up. Issuing candidate offer letter & completing the joining formalities. * **Industrial Relations:** attaining visit to labour office, PF office LWF office. Looking after activities for welfare of employees. * **Disciplinary Actions**: Taking action like Show Cause, Warning and Termination, if required. * **Providing Annual Provisions to Accounts:** Gratuity, Leave Encashment and Bonus. * **Statutory Compliances:** Maintaining compliance for various returns i.e. annual & quarterly returns under **W.C. Act 1936, Maternity Act ESIC, Provident Fund Act, 1952,** etc. * Ensuring that compliances are under T**he Contract Labour Regulation & Abolition Act, 1972 – RC Renewal, Registers & Annual returns**. * Preparing job description and KRA’s for several positions, along with the business owners. * Calculating LWF deductions under **Labour Welfare Fund Act, 1953**& complaining as per same. * Preparing all units HR, Legal and Statutory audits of all SHL Units. * Consolidating Payroll / HRMIS data monthly for all Sahyadri Group Hospitals. * Overseeing payment transferring in Bank by 5th of every month (2500 + Employees). * Updation of Investment declaration of Salary TDS of all Sahyadri Group Hospitals Employees. * Preparing:-   + ER- I & ER- II returns & notification of vacancies, closure of vacancies under the **Employment Exchanges Act, 1959.**   + And compiling various Forms such as Form A, B, I under **Gratuity Act, 1972.**   + And compiling Form C & D under **The Payment of Bonus A**ct 1965 & submission. * Overseeing payment transferring in Bank by 5th of every month (2600 + Employees). * Providingon time monthly reports to Management. |

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| **Organization** | **Deenanath Mangeshkar Hospital Pune** |
| **Designation** | **Coordinator - Administration** |
| **From** | **August 2006 to September2012** |
| **Responsibilities** | **Responsible for Handling administration of Endoscopy Department.**  **KeyResponsibilities**   * Co-ordination with design development team for department planning of all clinical and support services of the hospitals. * Front office operation(OPD & IP Billing, TPA) * Support service management - House keeping & facility services * Hospital waste management * Patient care Management (IP, OP and Day Care) * General Administration * Hospital Policy and quality Management * Patient Safety * Inter and intra Department Co-ordination. * Operation & Quality Audit.   **SkillSets**:   * Leader Ship and Team Building. * Decision Making * Communication and Co-ordination. * Audit Skills. * Customer Relationship Management * Reporting and Budgeting * Follow up and feedback. |

Academic Credentials

**Pursuing LLB**

Pune University

**Master in programme Business Administration (HR)**

IME Institute, in **2009**. With **Distinction**.

**Bachelor of Science - Microbiology**

Pune University, in **2005** with **First Class**.

**Higher Secondary School** (**HSC**)

Maharashtra Board, in **2002** with **First Class**

**S. S. C**

Maharashtra Board, in **2000** with **First Class**

Summer Training Project

**Organisation : Deenanath Mangeshkar Hospital Pune.**

Topic : Administrative working process of all departments.

Duration : 6 Months.

Personal Details

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| Permanent address | “Chaurang Smitshilp”, Apartment C Wing, Flat No - 304  Mahadeonagar, Pune – 411028 |
| Date of Birth | 7th December 1984 |
| Gender | Female |
| Passport | Available on request |
| Nationality | Indian |
| Marital Status | Single |
| Languages Spoken | Marathi, Hindi, English |

**Date:**

**Place: Ms. Manisha Renge**