

SHILPA RAVIKANT JADHAV

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❖ Professional Summary:

- Extensive background in HR generalist affairs, including experience in employee recruitment and retention, HR Policies & Procedures, Statutory compliance & Payroll Management, etc.
- Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams
- Successful at motivating staff through clear communication and outstanding organizational skills



Areas Expertise:

- | | | |
|---------------------------------|----------------------------|---|
| ❖ Staff Recruitment & Retention | ❖ HR Policies & Procedures | ❖ Joining Formalities |
| ❖ Induction | ❖ HRIS Technologies | ❖ Training & Development |
| ❖ Payroll Processing | ❖ Statutory Compliance | ❖ Time Management |
| ❖ Employee Welfare | ❖ MIS Report | ❖ Full & Final Settlement /Exit Formalities |

Current Organization: Rainbow Life Sciences Pvt. Ltd.- Sr. HR Executive

(From Jan. 2025 till Date)

Roles & Responsibilities Handled

Manpower Planning

- Responsibility for Manpower Planning, budgets considering for companies short- and long-term goals.

❖ Recruitment & Selection-

- Handling job portals like Naukri, Monster, times, & Shine. Doing job posting & sourcing qualitative CV's as per requirements.
- Screening of candidates resume & lining up their Interviews, interviewing candidates and checking references.
- Taking care of documentations of Job Descriptions, KRA, and subsequently contracts of employment.
- Adherence to recruitment policy and procedures, Negotiate with recruitment consultants.
- Handling salary negotiation and compensation administration in line with the industrial standard.

❖ Induction

- Scheduling & planning of Induction Program.
- Providing information regarding company & its product.
- Providing information about Job Profile.
- Providing information regarding norms and practices of company.
- Making familiar with team members in management with their role and Practices.

- ❖ **Training & Development:**
 - Responsible for arranging & scheduling new training programs as per the trends & management to enhance the skills of the employees.
 - Responsible for keeping records of training programs.

- ❖ **Statutory Compliance:**
 - Handling independently statutory compliance, such as PF, ESIC, Professional Tax, and MLWF, including preparation of challan, processing payment, employee registration & Exit etc.
 - Keeping all the records of statutory compliance.

- ❖ **Employee Documentation:** -
 - Maintaining the employees Personal Records Such as Attendance, Leave, Wages, etc.
 - Maintaining Records of Employee Compensation and Benefits.

- ❖ **PMS:** -
 - To Assist for Performance Management and Improvement Tracking System.

- ❖ **Salary and Wage Administration**
 - Responsible for generating salary of on roll employees/contract employees.
 - Responsible for timely statutory payment and Full & final Settlement.
 - Responsible for Wage & Salary Administration& Overtime Calculations
 - Pay slip generation.

- ❖ **Time Office Management:-**
 - Attendance Record management.
 - Keeping track of absenteeism, leaves, preparation of annual holiday calendar.

- ❖ **Contractor & Vendors Development:** -
 - Responsible for developing new Contractors & Vendors. One point of contact for Contractors and Vendors.
 - Responsible for rate negotiation & developing new contracts.

- ❖ **Exit Interview.**
 - Taking Exit Interview after receiving clearance by Employee's and forwarding the same to management.

- ❖ **ROLE PLAYED AS EXECUTIVE ASSISTANT TO DIRECTOR (5 years) :-**
 - Effective coordination & communication with various departments in order to ensure smooth functioning.
 - Maintaining Calendar & Diary for MD.
 - Communicate and handle incoming and outgoing electronic communications on behalf of the MD.
 - Assist MD with preparation of presentation materials.
 - Preparing letters and other documents as instructed by MD.
 - Attending Departmental Meeting and preparing minutes of meeting.
 - Follow up to close targeted decisions from the Management Review Meeting.
 - Organize and coordinate meetings, conferences, travel arrangements.

- ❖ **JOB RESPONSIBILITIES HANDLED IN ADMIN. DEPT.**
 - Issuing ID cards for new joiners with prior approval from HR department.
 - Monitoring records of inward and outward courier.
 - Establishing and maintaining records of Correspondence and various other documents through a proper filing system to facilitate quick retrieval, maintaining confidential correspondence appropriately.
 - Responsible for reducing cost of stationery / housekeeping by being proactive and identifying best suppliers without compromising on quality.
 - Arranging Conference calls/ meetings.
 - Monitoring the entire administrative and maintenance activities
 - Keeping records of the Staff Welfare like birthdays, etc.

❖ EDUCATION & CREDENTIALS: -

COURSE	COLLEGE	UNIVERSIY/BOARD	PASSING	CLASS
Executive M.B.A - HR	ELLUM	ELLUM	2012	FIRST
M.P.M	I.M.C. D	Pune	2008	SECOND
B.S.C	D. Y. PATIL	Pune	2005	SECOND
H.S.C	S.R.M.	Maharashtra	2002	SECOND
S.S.C	SHIVBHUMI VIDYALAYA	Maharashtra	2000	DISTINCTION

❖ Also Worked In:-

NAME OF COMPANY	ROLE	DURATION	LOCATION
Somatico Pharmacal Pvt. Ltd.	Executive- HR	May 2022 till Jan. 2025	Navi Mumbai
Revmax Telecom Infrastructures Pvt. Ltd	Asst. Manager- HR	March 2019 till March 2020 (Left Due to Covid-19)	Navi Mumbai
Ashwini Container Movers Pvt. Ltd.	Sr. Executive- HR & Admin.	From 20 July 2016 till Feb. 2019	Navi Mumbai
Sahyadri Logistics Pvt. Ltd.	Executive- HR & ADMIN	From Apr. 13 till 30 June 2016	Navi Mumbai
JobinShipping Placement	Sr. HR Executive (IT&NON-IT)	May 11 till March 13	Navi Mumbai

Projects Handled:

- MPM 1st Year Field Report on Functioning of HR Department in KSB Pumps Ltd. Pune
- MPM 2nd Year Project Report on Performance Appraisal in Truthread Gauges & Tools Pvt. Ltd., Pune.

CERTIFICATION

- Completed MS Office (Excel, Word, Power Point) & MS-CIT etc.
- SARAL Pay Package (ERP),
- HRMIS
- Bhor Software (SAP)

PERSONAL DOSSIER

Permanent Address: Padamalayan, Flat No. 201, Plot - 09, Road -16, Sector - 1, New Panvel, Navi Mumbai, Maharashtra – 410206.

Date of Birth : 30/10/1984

Languages Known : English, Hindi, and Marathi

Marital Status : Married

Thanks & Regards

Shilpa R. Jadhav