



DIPTI UMESH MYATHRI

Senior HR and Administrative Executive

Results-oriented HR & Administrative Professional with 10+ years of total experience, including over 6 years of core HR expertise in pharmaceutical, biotech, and manufacturing industries. Skilled in HR operations, payroll management, statutory compliance, recruitment and employee engagement, along with strong capabilities in administration, facility management, and vendor coordination. Proven track record in managing the complete employee lifecycle, implementing HR policies, and ensuring 100% compliance with statutory and audit requirements. Recognized for streamlining HR processes, enhancing workforce efficiency and fostering a compliant and employee-centric workplace culture.

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Thane, Maharashtra, India

JOB PROFILE

HR Operations & Employee Lifecycle Management: Manage end-to-end employee lifecycle processes including onboarding, documentation, HRMS updates and exit formalities. Prepare and issue offer letters, appointment letters, confirmations, and relieving documents. Maintain accurate employee master data, personal files, and statutory records.

Payroll & Statutory Compliance: Administer monthly payroll processing including attendance validation, overtime, and salary computation. Ensure timely remittance and documentation for PF, ESIC, PT, and other statutory compliances.

Recruitment & Talent Management: Handle recruitment activities including job postings, screening, shortlisting, interviews and onboarding.

HR Policies, MIS & Audit Support: Draft, review, and implement HR policies and SOPs in line with organizational goals. Prepare HR-related MIS reports and analytics for management decision-making.

Employee Relations & Engagement: Act as the first point of contact for employee queries and grievance redressal. Plan and execute employee engagement activities to promote a positive work culture. Conduct exit interviews and analyze feedback to improve retention strategies.

WORK EXPERIENCE

HR & Admin Executive | Apr 2025 – Present

Lord's Mark Biotech Pvt. Ltd.

Responsibilities

- Manage end-to-end employee lifecycle processes including onboarding, documentation, personal file creation, and employee code generation through HRMS.
- Prepare and issue HR documents such as Offer, Appointment, Relieving, and Experience Letters.
- Maintain and update employee records, attendance, and personnel files with 100% data accuracy.
- Process monthly payroll, validate attendance inputs, and ensure timely salary disbursement.
- Monitor statutory compliance activities, including PF, ESIC, PT, and ensure on-time payments.
- Prepare audit-related reports and HR MIS for management review.
- Address employee queries promptly and maintain effective communication across departments.
- Conduct employee engagement activities to promote a positive workplace culture.
- Handle exit interviews and full & final settlements, ensuring smooth separation processes.
- Support administrative functions such as vendor coordination and housekeeping oversight.



PREVIOUS EXPERIENCES

Sales & Purchase Coordinator | Jul 2017 - Jan 2019

Herbert Brown Pharmaceutical & Research Laboratories

HR & Admin Executive | Nov 2016 - May 2017

Jubilant Life Sciences

Sales Back Office Executive | Jun 2011 - May 2013

Amkette Analytics Ltd.,

Procurement Executive (British Airways Project) | Jun 2009 - March 2011

WNS Global Services

Sales Coordinator | Jul 2007 - Dec 2008

Godrej



KEY COMPETENCIES

Payroll Management

Employee Relations

Recruitment & Onboarding

HR Operations

Attendance & Leave Administration

Record-Keeping

HRMS / HRIS Management

Salary Negotiation

MIS & HR Reporting

Documentation

Employee Engagement



WORK EXPERIENCE

HR Executive | Jul 2022 – Apr 2025

BASF India Ltd.

Responsibilities

- Administer payroll for permanent and contract employees, including attendance, leave, and overtime management.
- Verify contractor bills every month and ensure accuracy in records and approvals.
- Monitor and manage statutory and compliance documentation for contract workforce.
- Coordinate training programs, maintaining participation and feedback records.
- Conduct recruitment and exit activities to ensure a seamless employee experience across all stages.
- Handle employee engagement programs to foster collaboration and motivation. Perform daily plant safety rounds to ensure compliance with PPE and safety norms.
- Manage housekeeping activities, stationery consumption, and company vehicle time tracking.

HR & Administrative Executive | Mar 2021 – Jul 2022

QbD Research & Development Lab Pvt. Ltd.

Responsibilities

- Oversee attendance and leave management, daily punching, and register maintenance. Manage payroll, including salary processing, PF, ESIC, and payslip distribution.
- Administer employee medical policy and ensure timely renewals and communication. Enforce safety protocols (Including Aprons, Shoes, Masks, and Goggles) across all departments.
- Plan and coordinate workforce allocation, ensuring optimal use of talent and hierarchy alignment.
- Develop and finalize HR SOPs and policies on Equal Employment Opportunity, POSH, and statutory compliance.
- Streamline HR processes in alignment with the company vision and mission. Oversee resignation and termination procedures, ensuring compliance and proper documentation.
- Direct disciplinary procedures and identify cost optimization opportunities.
- Manage CTC calculation, recruitment, screening, interviewing and onboarding of new hires. Assist in performance management and goal sheet preparation.
- Organize employee engagement initiatives to strengthen workplace morale. Supervise housekeeping, stationery management, guest arrangements, and admin-related expenses.
- Manage facility operations including infrastructure, IT issue resolution and vendor coordination. Verify and maintain compliance records for rent agreements, bills, and administrative documentation.



KEY ACHIEVEMENTS

Successfully managed end-to-end onboarding and documentation for 100+ employees, ensuring 100% accuracy and timely induction.

Implemented a streamlined HRMS process to automate attendance and leave tracking, improving data accuracy and reducing manual errors by 40%.

Played a key role in vendor coordination process, optimizing third party recruitment channels and improving efficiency.



TECHNICAL SKILLS

MS Office (Word, Excel, PowerPoint) | HRMS / HRIS | SAP (Basic) | Payroll Software | Attendance Systems



EDUCATION

Bachelor of Commerce, Financial Accounting & Auditing
2007



PERSONAL DETAILS

Date of Birth: 18/09/1986

Nationality: Indian

Marital Status: Married

Address: 2603/A Wing, Hubtown Greenwood, Next to Apna Bhandar, Near Rohini Hospital, Vartak Nagar, Thane (W) 400606.



LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Marathi

Full Professional Proficiency