**SHAILENDRA M KENJALE**

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**~ HR PROFESSIONAL ~**

**Targeting Assignments In:**

**⯍** **HR Operations ⯍** **Employee Engagement ⯍ Onboarding & R & R⯍**

**Commerce Graduate with Post Graduate Diploma in Operations; Overall Experience of around 7 Years** and relevant experience in **HR Operations** of around **4 years**. Looking forward to utilizing my skills in HR and commitment for the growth of people within the organization

**ǁ Career Summary ǁǁǁǁǁ**

* Experienced Human Resources Executive with a demonstrated history of working in the staffing & Human Capital Management. Skilled in Talent Management, HR Consulting, Employee Engagement, Payroll, HR - Operations. Strong human resources professional with 4 years of experience in HR Operations & 3 Years in MIS for HR, Admin, Finance and Operations.
* Proficiency in managing the **entire HR operations & MIS** including Payroll processing, Performance Appraisal, Recruitment, Mediclaim (GPA & GMC), On-boarding & Exits, Attendance & leave management, HR Policies. Strong HR experience & Good domain knowledge.

**ǁ Key Skills ǁǁǁǁǁ**

**~ Onboarding ~ HR Operations ~ Employee Database Management/ MIS**

**~ Payroll Management / Statutory Compliance ~ Employee Relations ~ HRMS**

**~ GMC and GPA Insurance ~ Employee Engagement ~ Team Support / Trainin**

**ǁ Work Experience ǁǁǁǁǁ**

**May’16 to Present: Systems Plus Pvt. Ltd., Pune as HR Operations Assistant**

**Key Result Areas:**

1. Payroll processing, Performance Appraisal, Recruitment, Mediclaim (GPA & GMC), On-boarding & Exits, Attendance & leave managementHR Policies.
2. Onboarding: create a wow experience for new joiners by welcoming and handling the first day joining formalities.
3. Coordination with relevant departments for onboarding, creation of records in HRMS, creation of employee files, Welcome emails etc. and handover to respective Buddy and the HRBPs.
4. Background Verification of new joiners: Coordination with vendor, initiating and closing reports within TAT, communication to HRBPs and stakeholders. Maintaining the tracker.
5. Bank Account opening and help in payroll related activities Handle the Employee Insurance related activities as per the schedule. MIS/Data Analysis: Caretaker of employee data and publishing the dashboard to Head HR on required intervals. It includes: Headcount Report, Exit Analysis, Attendance Reports etc. Review and analyse HR data to identify trends and recommend solutions to improve performance, retention, and employee experience.
6. Work with HR Business partners to help them catch the sensitive information pertaining to employee documents or data.
7. Work closely with the HRBPs during Payroll and monthly RnR activities. Maintaining work quality by following the guidelines and close coordination within the HR team. Experience in disciplinary and grievance handling.

**Highlights:**

* Played a key role in **organising** **Events, Awards & Recognitions Monthly, Quarterly & Yearly Birthday Gifts and Anniversary Cards** to motivate employees.
* Initiated **cost saving measures like:**
* **Designing certificate** and appreciation cards for different projects
* Achieving cost saving in mega events and in mediclaim policy during renewal of policy by **negotiating with vendors**
* Driving **automation & optimisization of databases** to save time & cost, employee referals
* Received **various awards/appreciations** on account of excellent performance like:
* Employee of the Month

**PREVIOUS EXPERIENCE**

**Alchemists Ark Pvt. Ltd., Pune May’15 – May’16**

**MIS Executive**

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**Infosys BPO Ltd., Pune Dec’12 – May’15**

**Growth Path**

Dec’12 – Apr’14 - Process Executive

Apr’14 – May’15 - Sr. Process Executive - Back Office Operations

**Highlight:**

Received Certified Auditor Certificate in 2013 and nominated for Six Sigma Certification

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**ǁ Education ǁǁǁǁǁ**

\* Post Graduate Diploma in Banking & Financial Services from IFBI, Pune in 2011

\* B.Com. From R. M. College, Pune University, Pimpri-Chinchwad in 2010

\* Pursuing MBA (External) in HR from Pune University

\* Pursuing Company Secretary certification independently

**ǁ Certifications ǁǁǁǁǁ**

* MS-Office (Word, Excel, PowerPoint) – 2011
* Desktop Publishing (Adobe Photoshop, CorelDRAW and Page Maker) - 2011
* Maharashtra State Certification in Information Technology (MS-CIT) from MKCL in 2010

**ǁ IT Skills ǁǁǁǁǁ**

* MS-Office (Word, Excel, PowerPoint)
* Desktop Publishing (Photoshop, Corel Draw, Page Maker)
* Portico HR Application
* Finnone – NBFC & Banks Application
* SAP Success Factors Employee Central

**ǁ Extracurricular Activities ǁǁǁǁǁ**

* Love to teach underprivileged children, under CSR activity.
* Have worked hard in remote areas to build a school under CSR activity.
* Always ready to help and guide.

**ǁ Personal Details ǁǁǁǁǁ**

Date of Birth: 14th February 1989

Languages Known: English, Hindi, Marathi, and Sanskrit

Address: Silver Estate Society, Sector No. 622/2, B Wing, Flat No. 46, Bibwewadi Gaonthan, Pune - 411037, Maharashtra

***Industry Preference: IT / ITeS / Manufacturing***