

Komal Vishwanath Nath

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Enterprising Human Resource Management Professional in

Talent Acquisition, Induction, Employee Engagement, Talent Management & Development

SYNOPSIS:

- **An ambitious, optimistic & proactive HR professional** offering **3+ years** of rich experience in spearheading HR functions with demonstrated leadership qualities while working with reputed organizations in diverse industry segments.
- Presently associated with **Mahindra & Mahindra Ltd** (on payroll of **PeopleStrong HR Services Pvt. Ltd.**) as **HR Specialist (Product Development/Vendor Development/Sales & Marketing/IT/ Finance)** and spearheading the entire HR functions at the Business Unit level; consistently ensured that HR policies have optimized value across the business unit.

EXPERIENCE SYNOPSIS:

Organisation : Mahindra & Mahindra Ltd. (Construction Equipment & Two wheelers Division), Pimpri-Chinchwad, Pune
(On PeopleStrong HR Services Pvt. Ltd. Payroll)

Role : HR Specialist – Employee Experience

Duration : From Feb 2018 to Jan 2019

Key Job Description:

- Efficiently handling entire **ELC** (Employee Life Cycle) of **600+ employees**.
- Managing the complete range of tasks involved in **recruitment** including creating JD, job posting, sourcing, screening, short-listing the resumes and hiring.
- Scheduling & conducting interviews and negotiating salaries, client management.
- Manage end to end campus hiring at multiple locations.
- Responsible for **Induction (AFS & Functional) & On-boarding/joining Formalities** & to create an interactive induction deck.
- **Conducting the mandatory sessions** like Mahindra POSH policy, Reimbursements & Query Resolution.
- Handling **Cross-boarding** (Employee Transfer)
- **Payroll management**-salary breakup, salary slip creation, creation, laws of compensation, rules and calculations, statutory-PF, ESIC, PT, etc.
- Manage confirmation process on portal & providing confirmation letter.
- Monthly **OTP** (Other Third Party) salary invoice processing.
- Manage **rewards and recognition** system for the business through streamlined implementation and administration of processes
- **Training and development**-Execution of **TNF** (Training Need Fulfillment), preparation of monthly **training MIS & Feedback**.
- Supporting in **PMS activity – Goal Setting**, KRA, KPI, Talent Management, Performance Appraisal System, Performance Review, Controlling Attrition.
- **Employee engagement activities**-birthday celebrations, work anniversary celebration, result oriented games and programme.
- Employee Relations, Grievance Handling, Training & Development, Strategic HRM, Legal Compliance, Labour Laws

- Responsible for complete **Off-boarding** (separation) process, **Full & Final Settlement of Separated Employee.**
- Handling **HLIS** (Home Loan Interest Subsidy), Superannuation Scheme, letter generation

Organisation : Ingemetal Solar India Pvt. Ltd.
Role : Executive HR & Admin (HR Generalist)
Duration : From May 2016 – Dec 2017

Key Job Description:

- Designing “HR process Manual” for the Organization
- Preparation of Job Description based on the job requirement in consultation with concerned department head
- In charge of the entire recruitment process
- Generating offer & appointment Letter
- Joining formalities for new entrants
- Induction training program of new joiners
- Aligning organizational needs with training needs
- Identification of training needs based on the discussion with respective managers
- Preparing training calendar, training budget & proposals.
- Administration of Need based Training programs
- Administration of performance/Confirmation Appraisal Process.
- Set attendance & payroll system for a start-up
- **Daily & Monthly Attendance**-Efficiently handling time office function, missed punches, calculation of leave & all earnings and deductions through ERP/ HRIS/ Payroll system as well as manually
- **Monthly salary processing**-Preparation of salary statement & pay slips
- Ensuring the contract manpower availability on each of day as per plan by PPC, Keeping the track on absenteeism and contingency plan for shortfall of manpower.
- **Statutory** – PF, PT & ESIC Calculations, ECR & Challans, Payment
- Income Tax Calculation
- Handling Employee engagement activities for various departments and form an Employee Activity council for celebrations and fun events
- Design of Rewards & Recognition system
- Maintain database for all end to end HR processes
- **General Admin** – Stationary, Drinking Water, Transport, Canteen, Security & Housekeeping
- Ensure the completion of separations formalities-full & final settlement

Organization : Suprajit Engineering Ltd., Unit 5, Chakan
Role : Assistant HR & Admin
Duration : Aug 2015 – May 2016

Key Job Description:

- Internal, External & E- **Recruitment**, Arranged **interview** program, **selection** and placement to required job.
- Induction – Introduction, Induction Kit & formalities, Forms & documents submission.
- Handling time office function (Attendance) & Salary & wages (Payroll)

- Man Management (Contract Labour) - contract manpower availability, absenteeism and contingency plan for shortfall of manpower on each of day as per plan by PPC, monthly salary invoice processing
- Statutory – PF, PT & ESIC Calculations, ECR & Challans, Income Tax Calculation.
- General Admin – Stationary, Drinking Water, Transport Facility Management, Canteen Facility Management, Security & Housekeeping Management
- Others - Daily and Monthly MIS, Full and Final Settlements, etc.

Organization : Shri Krupa Services Pvt. Ltd., (SKSPL) Nigdi Pradhikaran, Pune.

Duration : Dec'2014 – Feb'2015

- Successfully completed two months of summer project on “Competency Mapping at Service Sector in Shri Krupa Services Pvt. Ltd., Pune”.
- Identifying Key competencies for an organization / job & incorporating those competencies throughout the various processes i.e. job evaluation, training, recruitment of the organization.
- Suggested additional training to develop employees towards the ultimate success of the organization.
- Software technology used: MS Office (MS Excel, word)

ACADEMIC CREDENTIALS

Qualification	School/College	University/ Board	Year of Passing	Percentage
MBA (HR)	CES RMD IOM, Nigdi	Pune	2015	71.23
BBA (HR)	NAC & , Ahmednagar	Pune	2013	70.33
H.S.C	Shriram Jr. College, Kada	Maharashtra	2009	64.83
S.S.C	Shriram High School, Kada	Maharashtra	2007	82.76

Extra-Curricular Activities and Achievements:

- MS-CIT passed with 86%.
- English typing passed in grade C.
- Elementary & Intermediate drawing exam passed with grade C.

Skills and Strengths:

- Hard-working, confident
- Quick learner
- More than good in MS office (MS-Excel, word, PowerPoint, outlook)

PERSONAL DOSSIER

Maiden Name : Komal Vishwanath Nath
 Date of Birth : 17th June 1992
 Gender : Female
 Marital Status : Single
 Present Address : 302, D-13, Sara City, Kharabwadi, Chakan.
 Permanent Address : A/p: Kada, Tal: Ashti, Dist: Beed.
 Nationality : Indian
 Languages known : English, Hindi, Marathi
 Notice Period : 15 days / Negotiable

I hereby declare that all information that is given by me is true & correct with the best of my knowledge & belief.

Komal Nath