

SHILPI MAHENDRA

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HR Professional (IT and Manufacturing Industry)

Brief Overview

- Seasoned Professional with over 9+ years of experience in handling Human Resource Management, Talent Management, Employee Engagement, Performance Management, Manpower Planning, Learning, Operations Management and Development, Reporting and Resolving the Grievances of Employees.
- Motivated achiever and proven bottom line contributor in the HR Operation Management. Demonstrated capabilities in managing process verticals with strong background in implementing process improvements and quality initiatives for desired performance levels, served at different levels in Human Resource Management.

Areas of Expertise

- Manpower Planning
 - Planning Implementation
 - Talent Acquisition
 - Training and development
 - Policy Formation
 - HR Requirement Analysis
 - Salary Management
 - Reports Preparation
 - Cross Functional Coordination
 - Performance Management
 - Employee Grievance Handling
 - Employee Engagement
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PROFESSIONAL EXPERIENCE

Sr. Manager- HR; Ashima Ltd (Ahmedabad) April 2018 to Till date

- Bridging management and employee relations by addressing demands, grievances or other issues,
- Managing the recruitment and selection process,
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization,
- Nurture a positive working environment,
- Maintain pay plan and benefits program,
- Assess training needs to apply and monitor training programs,
- Ensure legal compliance throughout human resource management
- Plans and conducts new employee orientation to foster positive attitude toward Company goals.
- Investigates accidents and prepares reports for insurance carrier.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Ensuring timely recruitment matching JD, Qualification, KRA/KPI etc,
- Conduct employee engagement activities.etc

Asst Manager- HR; HyFun Foods(Asandas& Sons)(Ahmedabad) Dec 2015 to March 2018

- Provides management direction and counseling. Supervises clerical assistant, permanent and temporary staffing as needed PAN India,
- Prepares reports and recommends procedures to reduce absenteeism and turnover,
- Plans and conducts new employee orientation to foster positive attitude toward Company goals.
- Prepares budget of human resources operations,
- Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings and acts as Safety Director,
- Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance,
- Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization,
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety,
- Actively involved in planning and formulating strategies for employee engagement,
- Managing cost effective and employee oriented Pay Roll process,
- Ensuring timely submission of Management Information Reports related to HR,
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Asst Manager- HR; Doshion Water Solutions Private Limited (Ahmedabad) Feb 2015 to Nov 2015

- Joined as a Asst Manager-HR and taking care of the complete HR Department along with the recruitment on PAN India Level,
- Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews,
- Actively involved in planning and formulating strategies for employee engagement,
- Overseeing induction/ orientation as well as implementing induction & personnel manual,
- Ensuring timely recruitment matching JD, Qualification, KRA/KPI etc,
- Managing appraisal process across the levels and establishing framework for substantiating Performance management system linked to reward management,
- Managing cost effective and employee oriented Pay Roll process,
- Organizing training programs of internal & external agencies, developing multi skills as per defined standards,
- Ensuring timely submission of Management Information Reports related to HR,
- Ensuring all temporary staffing services across the organization.

Operations Manager; Softage Information Technology Limited (Ahmedabad) April 2011 to Jan 2015

- Promoted as a operation manager and taken care of the complete branch management
- Identifying potential in team and implement the business opportunities and successfully achieve the budgeted targets
- Actively involved in planning and formulating strategies to achieve the TAT targets
- Effectively coordinate with the prospective clients to understand their business requirements and project specific products
- Successfully resolve bottleneck and implement cost effective systems.
- Instrumental in recruiting staff for various purposes and motivating them to achieve maximum output.

- Responsible for facilities management and ensure proper maintenance
- Implement Quality Control Procedures as per the industry norms and standards.
- Interact with the clients to enhance the business

Highlights

- Awarded as Achiever In Operations Management PAN India.
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EDUCATIONAL CREDENTIALS

Post Graduation

MBA – Human Resource and Finance (2011)

MIET, Meerut

Graduation

Bachelor of Science(2009)

Kanpur University, Kanpur

Others

Intermediate (CBSC Board) (2006)

St. Don Bosco School, Lakhimpur Kheri (U.P.)

IT Skills

MS Office and Internet Applications

Diploma in Computer Applications(6 months)

Extra Curricular Activities

- Attended seminar and training schedule on leadership,
- Attended many training module for leadership and management,
- Organized many festive events and employee engagement programs,
- Completed 2 month training at IDEA as a trainee in HR Department,
- Won various prizes in college Annual competitions,
- Won first prize in Inter College Dance competition during College,
- Always been a star performer in Department.

Date of Birth: 24th Sep 1988

Language Proficiency: English, Hindi

References: Available on Request