

Anamika Rao

Human Resource Manager

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Summary:

Dynamic and accomplished HR professional with overall 4 years of work experience in Recruitment, HR Operation & HR Generalist across automobile, IT & Manufacturing industry.

ACADEMIC QUALIFICATION

MBA - HR from Pune University in 2017 & BBA from Pune University in 2015.

WORK EXPERIENCE

Bhakti Manufacturer Pvt. Ltd.

July 2020 – Present

HR Manager- (Braks Interio India private limited & BMPL)

Achievements:

- Setup and launched end to end HR policy and process in the newly launched for Bhakti and sister company (Braks Interio India Private Limited)
- Setup Legal process, Compliances and payroll for blue & White color employees first time in company along with consultant.
- Engagement activities started first time in company with blue color team resulted 50% reduction in absenteeism.
- Started monthly Family tour in Furniture Company and engagement activity and discount program started for family of employees improved the motivation towards team and increased happiness Index.
- Working Individually in the firm and managing approx. 300+ Employees

R&R:

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains the Payroll System and Documentation.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Ensures legal compliance by monitoring and implementing applicable human resource requirements. Manage the investigations, maintaining records, and representing the organization for any issues.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Handling the Employee engagement activities which includes Birthday celebration, Festival celebration etc.
- Handling the end to end recruitment & Hiring Part.

BrandZgarage, Pune _ (HR Manager)

Oct 2019 – Apr 2020

Achievements:

- Implemented initiatives to improve two-way communication/ feedback, line manager capability.
- Developed MIS report such as, Headcount Report, Salary Analysis, Goal Sheet, reports for 60+ Employees.
- Launched recognition & engagement activities in Brandzgarage.

R&R

- Recruitment & Selection: End to end IT/Media & Marketing recruitments through job portals, internal data base, LinkedIn, Vendors
- Responsible for Onboarding, and documentations. Taking care of employee code, email id, master data base updating.
- Documentation and Implementation of Policy like attendance, Leave policy, prevention and sexual harassment, R&R, Income tax & Flexi benefit policy, performance incentives, etc.
- Responsible for HRMS reporting, documentation, Payroll processing, daily attendance and report, Pay slip generation & taking care of all reports and data update.
- Handling daily employee queries related to attendance, shift, leave, payroll, incentives policies etc and grievances from the ops /HR team.
- Planning and executing different employee engagement event, activities like festivals, outing, birthday roundtable, manager monthly meeting, annual party, soft skill training and multiple team building games.
- Review and analyses employee data to identify trends and recommend solution to improve performance, retention and employees experience.

Achievements:

- Employee of the month for 4 times in a year (Routus Contract ltd) .
- Closed approx. 8 Sr. Position and other mid to small position and help to company for increase the revenue

R&R

- Handling recruitment cycle i.e. End to end recruitment process Experience in working for Junior to senior level positions. Prepare and post jobs to appropriate job board/newspapers/colleges.
- Source and attract candidate by using database, social media platform, 3rd party applications, screening of candidates baes of job profile and provide platform for Interview and election process.
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Trained and coached leaders/employees on HR initiatives and system tools informally and through formal training class facilitation
- Actively participate in monthly employee engagement activities and also handle admin related Work (i.e. time keeping, maintaining stationary, payroll related data etc.)
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks.

Skill and Interest

- Recruitment & Selection
- Employee Engagement & Relations.
- HR Ops documentation & Performance management
- Onboarding & Training.
- Payroll Compliance and Documentations.

Hobby & Interests:

- Meditation & Yoya
- Learning & Cooking
- Sports like Badminton, Throw ball, Carrom
- Team building, Arranging outing and trekking.

Personal Details:

Languages Known: English, Hindi and Marathi

Current Address: D101, Solitaire residency, kokanee chock, Pimple saudagar, 411026, Pune.

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