

# Kaustubh Joshi

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## Career Summary:

- MBA in Applied Human Resources with more than 7 Years' experience in Talent Acquisition, Talent Management, Payroll Management, Employee Engagement, Policy Administering and making required changes, Monitoring the KRA and KPI's for smooth attainment of Organizational goals.

## Work Experience:

- March 2019 to August 2021 – **UpCruit Business Services – Assistant Manager – Human Resources.**
  - Led a team of 9 resources, (6 TA, 2 Operation and 1 Intern) to attain the organizational HR goals into Talent Acquisition, Talent Management, Payroll Management and Employee Engagement and Exit Formalities.
  - Manpower Planning as per new business requirements and Client acquisition.
  - Strategize and implement Talent Acquisition and Compensation and Benefit plans to attract Top Talent to the organization.
  - Ensuring Employee Satisfaction by on time resolution of Grievances and engaging into various Employee Engagement Activities.
  - Monitoring the KRA/KPI's for the Offsite resources to evaluate performance and intervene incase of any improvements are required as per Client.
  - Presenting the HR Analytics report to the Management viz. Cost of Hire, Turnover, Employee Satisfaction Survey Analysis, Exit Analysis.
- September 2018 – February 2019 – **Sabbatical.**
- July 2015-August 2018- **FT Solutions Pvt. Ltd – Manager – Human Resources.**
  - As part of the initial team was responsible to actively recruit for all positions from Housekeeping to Head of Department, delivering the desired results in acquiring a team of 35 full time employees as per business requirements with in a span of 6 months. And Ongoing recruitments as per Business requirements post the initial phase,
  - Monitoring and taking steps to improve employee satisfaction across the organization.
  - Drafted and implemented Social Media Policy for the organization apart from the Employee Handbook.
  - Responsible for preparing and maintaining the Full HR Database of the organization.
  - Overseeing the Compliance Management in coordination with the Consultant.
- September 2014 to July 2015 – **Callan Research Pvt Ltd - Research Associate.**
  - Primarily responsible for head Hunting for BFSI Technology for Asia Pasic Region and India.
  - Worked on Telecom IT requirement for India with an accomplishment in delivering **Head of IP Networks** position through LinkedIn.
- December 2011 to May 2013 – **Executive Ship Management Pvt. Ltd. - Assistant HR Seafarers.**
  - Salary Negotiations, Document Management and Onboarding Management for Contractual Seafarers.

## Competencies:

- Talent Acquisition
  - Accomplished delivery of more than 200+ Positions across levels (Junior, Mid, Senior and Management) and Industries.
  - Proficient in Sourcing, Assessing and Engaging Potential candidates as per the required Job Description from Various Job boards (viz. Naukri, Indeed, LinkedIn, Social Media), Campus Hiring, References and Head Hunting.
- Negotiations
  - Lead the Offer Negotiations process and managed to reduce the Offered Salaries ~5% of the proposed budgets.
  - Led the negotiations for new Implementation of HRMS, Mediclaim Policy and Food Coupon.
- Payroll Management
  - Handled a payroll of 400+ employees from Attendance Management, Leave Management through Microsoft Excel.
  - Full and Final Settlements delivered within the stipulated TAT.
  - Coordinating with Consultant for timely statutory compliances
- Onboarding Management
  - Taking care of the Induction of New Employee post onboarding.
  - Policy Briefing and
  - Document And Background Verification.
- Exit Management
  - Tracking the movement from Active to Exit for In-movement employees.
  - Plan of Knowledge Transfer and Handover Sessions.
  - Asset Management for Exiting employee.
  - One on One Exit Interviews.
- Employee Engagement Activities
  - Plan and Execute Employee Engagement Activities.
  - Updating the Employee Satisfaction Index by regular Surveys conducted.
  - Bridge Management between Employees and Management with regards to Employee Grievances.

## Personal Details:

- Date of Birth- 21<sup>th</sup> September, 1988
- Place of Birth- Mumbai
- Address- 806, Sarthak SRA CHS, Utkarsh Nagar, TP Road, Bhandup West. Mumbai – 400078.