



PROFILE SUMMARY

- Post Graduate Diploma In Human Resource Management from Welingkar Institute of Management -2014, University of Mumbai.
- Overall having an experience of **6+ years** as HR Professional in Manufacturing and IT Domain.

OBJECTIVE

To attain a challenging position in HR and aim to focus on my abilities to work towards achieving organization goal and strengthen my skills and learning.

ACHIEVEMENT

- Successfully conducted HR (T&D) audit for Proctor and Gamble customer in Kaygee Loparex India Pvt. Ltd., and got highest ratings.
- Responsible for successfully driving Skill Development Program in Apar and maintain a pool of skilled workmen.
- Team member for designing, delivering & implementation HR policies for the organization.

CONTACT

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CAREER SUMMARY

- Currently working with **Innover Systems Pvt. Ltd.**, since 05th June, 2017 to till date as **"HR-Executive"**. Innover Systems is mainly focused in designing and developing Software Solution for Big Data Analytics, Banking & ERP, Mobile & Web Development.
- Formerly associated with **Apar Industries Limited**, since 05th May, 2015 till 28th March, 2017 as **"Officer-HR & Admin"**. Apar is leading manufacturing of Speciality Oils, Power Conductors and Cables & Wires.
- Worked as **"Executive-HR & Admin"** in **HLE Engineers Pvt Ltd.** from 22nd Dec, 2014 till 15th Apr, 2015. HLE Engineers is specialize in manufacturing of exotic metal equipment.
Worked as **"Officer-HR & Admin"** with **Kaygee Loparex India Pvt Ltd.** from 11th Sep, 2011 till 20th Dec, 2014. Kaygee Loparex is leading global manufacturer of silicone release liners, used in a wide variety of pressure sensitive adhesive applications.

AREA OF EXPERTISE:

Recruitment and Selection
Performance Management
HR Policy Execution
Competency Mapping
Payroll Management
Statutory Compliance

Training and Development
Succession Planning
HRIS Management
Employee Engagement
Compensation and Benefits
MIS Management

Hand on experience in facing HR related audit (Internal and External).

JOB RESPONSIBILITIES

- Responsible for managing the complete recruitment cycle from sourcing the best talent from the available resource and sourcing & screening resumes, conducting recruitment, scheduling interviewing candidates, discussing offer & issuing offer letter and handling joining formalities .
- Identifying manpower requirements through skills identification and mapping the requirements and gap analysis and conduct or coordinate training.
- Developing Human Resource Information System & Prepare various MIS report for top level management.
- Design and conduct Induction Program for new employees
- Responsible for designing, delivering and implementation for HR policies.
- In T & D responsible for Identification of Training Needs and Analysis through Competency Mapping / Skill Will Matrix.
- Successfully driving Skill Development Program for workmen to create a pool of skilled employees.
- Preparation of Training Calendar as per ISO. Mapping Effectiveness & Evaluation etc.
- Facing and complying HR related audit (Internal or External i.e Customer audit, ISO audit and KPMG)
- Successfully executed Performance Management System and ensured it gets completed timely.
- Preparation & finalization of Job Description, Job Specification and Roles and Responsibilities for all position in the organization as per ISO.
- Finding & Fixing up of KRA's for various positions.
- Developing Employee Engagement Initiative considering felt need of the employees to increase satisfaction level
- Managing Welfare activities like CSR, social & cultural activities, Birthday Celebration & Farewell Party including welfare measures - employee get together, team building etc. to enhance motivation levels and productivity
- Preparing full and final settlement of the existing employees.
- Responsible for processing Payroll Management, Attendance Management and Leave Management for two plant with the strength of 300-400.
- Workforce management-Handling staff so that people are not dissatisfied with each other.
- In statutory compliance-minimum salary deductions as applicable. Handling PF accounts and timely submission of monthly Pf challans.
- In compensation and benefits, designing the salary structure for employees, calculating gratuity etc.
- Designed and initiated reward system for employees.
- Corporate communication and Office Administration.

Current Location: Pune.

Preferred Location: Pune.

