

# Surbhi Chavhan

## Manager - Human Resource

Manager - Human Resource with over 5+ years of successful experience . Recognized consistently for performance excellence and contributions to success in NBFC/Health Care industry. Strengths in Talent Acquisition and HR Operations. Motivated to learn and grow.

## Work History

2019-04 -  
Current

### Manager - Human Resource

*Poonawalla Finance, Pune, maharashtra*

#### Talent Acquisition :

- Responsible for the entire recruitment cycle – from understanding hiring projections to sourcing, interviewing, releasing offer and successful on-boarding of candidate
- End to end *Talent Acquisition* for filling up open positions in pre- defined TAT for business verticals.
- Specialized in Senior level hiring
- Strong relationship with internal & external stakeholders for smooth and collaborated functioning of TA (*Talent Acquisition*)
- Campus *Recruitment*
- Expertise of *hiring* through Self *Sourcing* (Job Portals and career website), Social Media *Hiring* (Linkedin ), Referrals and Consultants / Vendors.
- Handled overall recruitment activities

#### HR Operations :

- Employee Onboarding
- Employee Database Management
- Payroll Management - Attendance in HRMS
- To function as the SPOC on HR related issues (Leaves, Transfers, New Joiner formalities, Exits, etc.). Analyse periodic reports to generate insights & take action accordingly

#### HRMS Automation :

- Implemented new HRMS system (Adrenalin) for automation of HR process

## Contact

### Address

Pune, MH, 411014

### Phone

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### E-mail

surchavhan93@gmail.com

## Skills

Talent acquisition plans

Interviewing skills

Sourcing new candidates

Communications  
management

Recruitment

Payroll coordination

Recruitment strategies

## Software

Adrenalin

Greyt HR

## Languages

English

Hindi

- Conducted PMD to UAT testing for the HRMS system

2017-09 -  
2019-03

## **Assistant Manager - Human Resources**

*TAB CAPITAL LTD, Pune, Maharashtra*

### **Talent Acquisition :**

Responsible for vacancies as per approved budgets for all critical and non-critical positions through different channels like referrals, sourcing/ e-channels, consultants, campus hiring, etc.

### **HR Business Partnering :**

- Designed and effectively implemented On Boarding model for new joiners
- Responsible for conduction employee engagement events and festival celebration Employee Pulse connect, upto 30 days post joining
- Designed and implemented confirmation appraisal process
- Introduced Rewards and Recognition process
- Conducting monthly Branch connect and publishing feedback
- Issuance of all employee related letters
- Conducting Exit Interviews
- Handling end to end outsource vendor management

### **HR Automation :**

- Implemented new HRMS system Greyt HR for automation of HR process

2016-09 -  
2017-09

## **Human Resource Associate**

*MADOC WORLD CARE Pvt.Ltd, Pune, Maharashtra*

- End to End Recruitment,Head Hunting,Mapping and Industry Research Sourcing of Candidates by initial screening,personal interviews/Telephonic interviews and handling entire joining process of candidates.
- Understand and analyses overall needs and requirements
- Develop and manage strong consultative relationships with candidates
- Manage and improve efficiency and effectiveness with candidates
- Maintaining/Updating Leave Records
- Record,Maintain and monitor attendance to ensure employee punctuality

- Conduct employee orientation and facilitate new comers joining formalities
- Helping in exit formalities of employees
- Employee Database Management

## Education

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### 2014-08 - 2016-05 **MBA: Human Resource & Marketing**

*Sinhgad Institute - Pune*

### 2011-07 - 2014-04 **BBA: Human Resource**

*DAIMSR - Nagpur*

### 2009-04 - 2011-04 **HSC: Science Education**

*Nutan Bharat College - Nagpur*

### 2008-04 - 2009-04 **SSC: Science**

*Tip Top Convent - Nagpur*

## Adrenalin, Greyt HR

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- Implemented new HRMS system (Adrenalin) for automation of HR process
- Conducted PMD to UAT testing for the HRMS system

## Additional Information

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### **Internship Project**

**Name of the Company** - Bajaj Allianz Insurance Company

**Project Title** - Study and implementation of recruitment process at Bajaj Allianz

**Location** - Pune

**Duration** - 2 months

### **Responsibilities -**

- 1) Sourcing CV's from different job portals like Naukri.Com, Linked In.
- 2) Conducting Walk-in drives.
- 3) HR Interview process
- 4) Maintaining Database and Mass mailing