

BRIEF OVERVIEW

- ❖ Overall work experience of 8 years in Core HR
- ❖ Proficient in the areas of Business HR, HR Systems and HR Analytics
- ❖ Proven ability and high on interpersonal working at all levels in the management
- ❖ Self-motivated, resourceful, highly committed and accountable to be a high-performance team player

KEY SKILLS

- | | | |
|---|---|--|
| <input type="checkbox"/> On Boarding & Off Boarding | <input type="checkbox"/> HR Projects | <input type="checkbox"/> HR Analytics |
| <input type="checkbox"/> HR Operations | <input type="checkbox"/> Statutory Compliance | <input type="checkbox"/> Employee Engagement |
| <input type="checkbox"/> Benefits Management | <input type="checkbox"/> Employee Records | <input type="checkbox"/> Performance Appraisal |

CAREER SKETCH

Digikredit Finance Pvt.Ltd
(SMEcorner) – Mumbai– Corporate Office

Period: Sep'18 – Till Date

Designation: AVP – Human Resources [HR Operations]

Culpabilities:

Employee Life Cycle Management -

- Responsible for Onboarding to exit all life events like joining, transfer & separation etc.
- Provide compensation support including salary planning, approval of salary actions & promotions
- Provide ongoing support to the business on human related matters, policies and procedure
- Provide efficient MIS reports, Dash Boards and presentations to Business and HR for decision making
- Contribute to the flow of information within HR (bottom up and lateral)
- Ensures completion of joining formalities for new employees and a smooth onboarding
- Coordinates and teams up with L&D team to deliver on the On boarding presentations and programme
- Issuance of all types of letters like offer letter, transfer, promotion, Disciplinary action letters, show cause & warning letters
- HR Policy & SOP formulation in alignment with business – yearly review & update
- Manages external & internal audit
- Managing Employee self-service help desk queries
- Employee benefits -Managing employee Medical related reimbursements/cashless, Life Insurance, Accidental insurance
- Coordination with insurance vendors for policies renewal & negotiations

HRMS –

- Implementation of new HRMS – Darwinbox
- HRMS -Planning, Execution and showcase the technical implementation and developments
- Organizing Technical presentation, User Training
- Managing daily activities on HRMS
- Update & maintain system configuration to meet business requirement
- Support to HRBP on upgradation of HRMS & Policy
- Maintain data integrity in system by regularly analyzing data
- Closely working with IT Teams to perform regular assessments and improvements to the HRIS
- Design user friendly reports, manage access control, guidelines and documentation
- Manage & maintain various system integrations for seamless flow of information

HR Projects -

- Implementation of new payroll system – HGS (Hinduja Global Services)
- Implementation of new HRMS – Darwinbox
- Employee file digitization

- Implementation of Zing HR
- Implementation of digital signature for all HR related letters

Payroll Management -

- Responsibility of monthly end to end payroll processing
- Validate input with master file input validation and processing
- Co ordinate with various departments to timely payroll input
- Preparing payment report bank upload
- Prepare reconciliation salary pay head wise gross salary and net salary register
- Preparing reports for payment of statutory dues including TDS, Professional tax
- Ensuring live pay slips and tax sheets to all employees
- Preparing Full and Final settlement for resigned employees

Performance Appraisal -

- Manages end to end PMS cycle – Goal Setting, Continuous feedback, Midyear assessment, Annual assessment & Merit Letters

Bajaj Finance Ltd.
(Bajaj Finserv) – Pune – Corporate Office

Period: May'16 – Aug'18

Designation: Manager – Human Resources [HR Operations]

Culpabilities:

On boarding - All activities -

- Responsible for IT assets, ID cards, Bank account and work station allocation to new joiners
- Employee ID, Email creation, ESS activation and Personnel file creation
- Provide efficient MIS reports, Dash Boards and presentations to Business and HR for decision making
- Issuance of all employee related proofs

Employee Exit Management -

- Responsible all exit activities related to exiting employees
- Exit interviews & analysis; Attrition analysis of causes & effects, Daily attrition report
- Handling & Provide feedback of exited employee to background verification consultants
- Provide efficient MIS reports, Dash Boards and presentations to Business and HR for decision making

Statutory Compliance -

- Handling and Filing pan India professional tax returns and matters
- Accountable for PAN India disciplinary process as per the company's code of conduct policy
- Managing filing of the statutory Monthly/Half yearly/Quarterly & Annual returns i.e. PF, ESIC, LWF, MWA, Bonus Act, Employment exchange, LWF
- Managing PF withdrawal, PF Transfer, Gratuity claim settlement activities
- Coordinate with Bajaj PF and Gratuity Trust for settlement and monthly activities
- Maintaining liaison with the appropriate Government Professional Bodies, Line Management, Advocates / Legal Advisors, Management Institutes, Consultants, etc.
- Keeping track of all the employee related court cases and follow up with legal team
- Grievance handling, Diagnosis of issues, analysis & resolution

Benefits Management -

- Managing employee Medical related reimbursements/cashless, Life Insurance, Accidental insurance
- Negotiations with vendors for GPA, GTL, GMC and Parental Insurance Policies

Rewards & Recognitions -

- Developed & Designed the R&R program and executed this program across pan India for Bajaj employees
- Certificates to be issue to the nominee
- Award to be processed within stipulated timeframe

Projects – Employee File Digitization, Audit -

- Managing Personnel file digitalization & file storing activities with vendors.
- Managing employee personnel file records
- Conducting monthly and quarterly HR related audit

HR - Executive (Bajaj Allianz Staffing Solutions)**(Jun 2013 to May 2016)**

Key responsibilities**On boarding - All activities**

- Responsible for IT assets, ID cards, Bank account and work station allocation to new joiners
- Employee ID, Email creation, ESS activation and Personnel file creation
- Provide efficient MIS reports, Dash Boards and presentations to Business and HR for decision making
- Issuance of all employee related proofs

Recruitment -

- Understand the client requirements & coordinate with business partners
- Sourcing through various channels and social media platforms and getting closures
- Front ending hiring from our recruitment
- Preparing offer letters, negotiations, and ensuring TAT for offers
- Preparing necessary dashboards and sharing weekly updates to the business

Vendor Management -

- Accountable for PAN India HR vendor management (Invoice & agreements)
- Issuing/preparing various types of employee/vendor related letters/notices
- Collecting MIS reports and publishing it to Management

Education Details -

- Post Graduate in Human Resource -Pune University-2013

IT Skills -

- Packages: Microsoft Office
- Operating System: MS-DOS, Windows 95 & 98, Windows XP

Personal Profile -

- Nationality: Indian
- Date of Birth: April 25, 1986
- Gender: Male
- Marital Status: Married
- Languages Known: English, Hindi, Marathi
- Hobbies: Listening to music, travelling
- References: Available upon request