

Divya Patel

HR Business Partner

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EMPLOYMENT HISTORY

♦ **Boyen Haddin Internationals**

HR Business Partner

➤ **21st Jan, 2018 - Till Date**

- Responsible for conducting detailed investigations to complex employee relations issues and recommending solutions that are in alignment with the Company's core values.
- Conduct On-boarding for new hires/transfers across the region.
- SPOC between the Employees and the Management.
- Measure client retention's and turnover rates.
- Develop open and effective channels of communication with each that can be employed by other departments.
- Conduct research to identify new market and customer needs for **Chemical/ Paper/ Water/ FMCG/ Plastic/ Pharmaceutical Industry.**
- Arrange business meetings and also be a part of with prospective clients.
- Promote the company's products/services addressing or predicting clients objectives.
- Prepare business contracts ensuring adherence to law established rules and guidelines.
- Prepare Offer Letter of New Joinings and Keep records of employee attendance and employee documents.
- Build long term relationships with new and existing clients.
- Organize company activities for the team.
- Conduct/Present weekly meetings of the Business Development and Recruitment Team.

♦ **eClinical Works India Private Limited**

Employee Relations Executive

➤ **8th Aug, 2016 - 1st January, 2017**

- Single point of contact (SPOC) for 250+ employees.
- Assist HR Managers with employee concerns/ HR matters.
- Investigated/mediated disciplinary actions and grievance hearings to determine the proper outcome.
- Create and organize employee activities (Activities Committee Chair).
- Conducting skip level meetings and one to one meetings with employees to review their performance and work health.
- Coordinated random drug testing process and fingerprint processing for employees.
- Address employee relations issues, such as harassment allegations, work complains, or other employee concerns.
- Plan and execute the IJP and IJT Transfers.

- Executing and Planning Performance appraisal for the team
- Part of Corporate Tie ups and CSR Team.
- Drive programs on retention and succession planning on organization level.
- Process paperwork for new employees and enter employee information into payroll system department.
- Conduct monthly meetings and maintaining the dashboard. Maintain the employee count report.

• ***OSP Labs Private Limited***

Sr. HR Executive

➤ ***12th August, 2014 - 31st December, 2015***

- Identified staff vacancies and recruited, interviewed, and selected applicants.
- Evaluate and improvise the current HR Practices to keep with time and external benchmarks.
- Administering payroll and maintaining employee records, interpreting and advising on employment law.
- Dealing with grievances and implementing disciplinary procedures.
- Monitor and evaluate performance through a PMS process.
- Designed and conducted management training related to performance-based management, policies and employment law.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedule, working conditions, or promotion opportunities.
- Job Posting on Portals like Naukri.com, Monester.com, Bulk Mailing, Mapping, Networking, Head Hunting, Referrals etc
- Creating daily and weekly MIS & Tracker of candidates.

• ***Spectrum Consultancy***

HR Executive

➤ ***11th April 2013 - 11th June 2014***

- Screened resumes, scheduled interviews and composed Congratulatory Letters for BFSI and Hospitality Sector.
- Salary Negotiations and Offer Letter processing of the candidates.
- Does the initial reference check of the candidates.
- Maintain the employee attendance in the Time Management System and generate the employee report.
- Maintain the documents for New Joinings and Separation Cases. Maintain the notice board with information announcement.
- Maintained electronics surveys - Survey Monkey - client and candidate based.
- Perform searches for qualified job candidates, using sources such as computer database, networking, Internet recruiting resources, media, advertisement, job-fairs, recruiting firms, or employee referrals.



ACCOMPLISHMENTS

- Successfully completed "RedBull India" Talent Passport Examination in July 2019.
- Certificate of Excellence and Performer of the Year 2018 - 2019.
- Achieving the yearly sales target with 40% more revenue to the Organization in 2018 - 2019.
- Awarded as the most valuable member in employee relations for CSR in 2016.
- Rewarded as a "STAR" performer within 3 months in 2013.



PROJECTS

- **GROW** 90 Days
- **EOD Analysis** 90 Days
- **Corporate Social Responsibility - CSR Team** 90 Days



SKILLS

• Employee Relations	• Benefits Administration
• Onboarding & Orientation	• HR Policies & Procedures
• HRMS Technologies	• Training & Development
• Startup Setup	• Performance Management
• Recruitment & Retention	• Leadership & Public Speaking



EDUCATION

- **Mumbai University**
Bachelor of Management Studies 2016
- **University of Mumbai**
Higher Secondary School 2013
- **St. Lawrence High School**
Maharashtra Board 2011