

## CURRICULUM VITAE

**Chetna Shetty**

**Contact Information:**

Phone No:  
09920369204

Email: chetna090688@gmail.com

**Personal Data:**

Date of Birth: 9<sup>th</sup> June, 1988.

Residence Address:  
Sadbhav Excel Estate, B wing-503, S.V. Road, Goregoan West. Dist- Mumbai-400062

Nationality: Indian

Marital Status: Married

Languages Known:  
English, Hindi, Marathi, Tulu.

**Objective: -**

Looking for a career opportunity in competitive environment so as to execute challenging assignment that will enable me to use and enhance my technical and interpersonal skills effectively towards achieving goals of the organisation.

**Educational & Professional Qualifications**

<b>PGDBA (MBA HR) from Welinkar's College</b>	<b>July 2013</b>
<b>Bachelor of Commerce, Royal College</b>	<b>May, 2009</b>
<b>Higher Secondary Examination, Royal College</b>	<b>March 2006</b>
<b>S.S.C</b>	<b>March, 2004</b>

**Additional Qualification**

- Proficient in computer; MS Office, Internet browsing, Advanced MS. Excel
- Completed Public Speaking Course from Royal College

**Professional Experience -**

**Currently associated with Max Bupa Health Insurance as Manager –HR since Aug 2019 till date (Regional HR)**

**Job Responsibilities:**

**Hiring & Business Partnering for entire West Zone (Mumbai, Pune, ROM, Gujarat, Goa & Madhya Pradesh):**

- Responsible for all new hires and replacement hires in West Zone (Sales).
- Managing a team size of 2 HR coordinators
- Ensure TAT for recruitment maintained across regions and zones
- Maintaining a minimum staffing percentage 100% across regions
- Negotiation and empanelment of sourcing agencies
- Sourcing of employee referrals
- Conducting HR round of interview and explaining compensation structure
- Follow up of Internal Job Posting results and interview scheduling

**Campus Recruitment:**

- Solely responsible for campus hiring for the entire organization
- In charge of designing and tracking an elaborated roadmap for campus hires
- Responsible for campus engagement programs and employer branding on digital platforms

**Performance Management:**

- Responsible for annual appraisals of the employees and publishing it to the Payroll.
- Responsible for conducting the process of annual promotions across the organization
- Accountable for collation and publishing monthly rewards for the entire organization
- Instrumental in fully automating the appraisal system, in collaboration with the development team

**Employee Communication and Welfare**

- Involved in the welfare committee.
- Handle all queries, grievances and ensure the same are resolved within committed timelines.

**HR MIS**

- Generating weekly and monthly recruitment reports
- Managing data on the company's data base.
- Keeping a track record of the position handled, number of profiles send, short listed, offered and joined candidates.
- To ensure the accuracy & completeness of master database of all existing employees as well as resigned.
- Handling queries related to Attendance & co-ordination with Helpdesk for closures

**Exit Management:**

- Conducted employment termination/exit interviews, managed on HRMS and subsequently compiled & distributed acquired information

**Achievements':**

- Rewarded as "**Star of the quarter for the month of Oct – Dec 2019**" for outstanding Contribution in HR Team.
- **Promoted** as "**Manager- Human Resources**" for outstanding contribution in HR Team in May 2021.

**Previously working with TATA AIG GENERAL INSURANCE Co. as Manager-HR since Sept 2017 till July 2019.**

**Job Responsibilities:**

- Act as an HR Interface with the business leadership for Corporate Hiring.
- Single point of the contact for the employees and managers in the business unit, liaising with business unit to discuss on manpower requirement identify the gaps and deployment of manpower effectively.
- Analyze the productivity reports and initiate for corrective action plans
- Actively identify gaps, propose and implement changes necessary to cover risks
- Conduct Skip Level Meetings with employees and initiate actions on same
- Roll out customized Employee engagement activities for offices to keep work force motivated and manage attrition levels
- Managing appraisal process and talent management system for region. Identify training needs and coordinate with L and D to roll out the programs.
- Handling end to end HR life cycle, joining process to exit formalities for both onroll and off roll employees
- Interviewing candidates for the key profiles in the business units
- Induction and basic trainings at Branch levels or the new entrants to equip them to deliver effectively.
- Participating in interactive discussions with business on Career development conference/job rotations of the employees.
- Handling HR dashboard and various MIS reports for informed decision making at central level.
- Coordinate on statutory compliance
- Ensure active participation of employees in the company initiatives
- Employee Connect from 30-60-90 days plan

**Previously Working with Kotak Mahindra Life Insurance Co. as Manager- HR since January 2016 till August 2017.**

**Job Responsibilities:**

- Recruitment, Joining, Induction, on boarding and Exit formalities.
- Planning and coordinating training programs and skill development activities.
- Coordinating with various Third parties like Manpower agencies and other service providers, audited the service providers performance periodically.
- Maintaining monthly HR MIS and Reports. Employee Harmony Initiatives, handling Employee Grievances, employee engagement activities like Suggestions Scheme, Rewards and Recognition and celebrations, determining motivation and satisfaction levels of employees through personal interaction and surveys and developing action plans.
- Communicating policies and initiatives, ensuring adherence to policies and procedures, monitoring absenteeism on the floor and providing feedback to operations.

**Previously working with HBL Global Pvt ltd (Associate of HDFC Bank Pvt Ltd) as Assistant Manager HR since January 2014 till January 2016.**

**Job Responsibilities:**

- **Recruitment:** Sourcing profiles through job portals, initial screening, scheduling interviews, preparation of offer letters and compensation break-ups.
- **Joining and Induction:** Design a structured Induction program for all new joiners and responsible for their orientation and induction.
- **Employee Relation Activities:**
  - Handling Employee grievances
  - Mentoring and counseling employees
  - Involve people for various activities like National Festival celebrations, Sports cultural activities other Welfare activities.
- **Exit interviews:** Tracking and conveying feedback received during exit interviews for instituting systems to improve employee morale and motivation.

**Previously worked with Boehringer Ingelheim (German Based Pharma Co.). – Mumbai. Since December 2011-December 2013.(on rolls of Lobo Staffing solutions)**

**Job Responsibilities:**

- Completion of new joining formalities for new employees joined in organization (Ex. Employee code creation, Personal file creation, Email ID creation, collection of Documents)
- Offer letter creation
- Taken care of employee transfer process.
- Taken care of Exit formalities for the resigned employees
- Processed Pre Employment Medical Bills based on company policy
- Prepared new Bank Account Letter for employee.
- Processed Medical Fitness Status of candidate Offered with listed hospitals.

**Previously worked with STEP Manpower Pvt. Ltd. – Mumbai. Since April 2009-Nov 2011.**

**Job Responsibilities:**

- Understanding the requirement of clients and sourcing relevant profiles from portals like Naukri, Times and through references.
- Taking Telephonic and personal Interviews
- Coordinating with clients for final interviews, involved in the entire process of recruitment right from search to the final short listing
- Maintaining MIS and rich database, while providing consultancy services keeping keen on relationship building with candidate as well as clients.

Place : Mumbai

Date:

**(CHETNA SHETTY)**