

SUMMARY

Human resources management expert offering 9+ years of experience with the development and implementation of change management and strategy plans. Known for conducting audits driving tens of thousands in cost savings for several organizations. Subject matter expert with employment laws, industry practices and operations. Highly effective at recruiting and developing key players in organizations of all sizes. Managed to increase employee satisfaction by 30% and decreased turnover by 10% in previous organization.

MY EXPERTISE

- HR Policy Designing and Implementation
- Human Resources Information Software, Workday and using other portals for recruitment like LinkedIn, Indeed, Naukri etc
- Performance management and Compensation Planning
- Recruitment and Retention Strategies
- Budget Planning and Execution

INTERPERSONAL SKILLS

- Communication Skills
- Analytical thinking
- Problem Solving
- Organizational Skills
- Self-motivation
- Teamwork

MAJOR ACHIEVEMENTS

RKIT PVT LTD

- Direct Personnel Onboarding , training and Employee relations for 9 departments with a total of 100+ employees
- Served as a liaison between management and employees during disciplinary actions and dispute resolution
- Led team of 4 Human Resources professionals with various functions, including sourcing, payroll, and learning & development
- Chaired senior management committee meetings with 3 employee representatives to build and improve rapport between company and employees
- Designed and executed employee benefit programs including Medical, Dental, Vision, and Life

SOCIALLY APP PVT LTD

- Ensured compliance with labor law, GDPR, and health & safety regulations in multinational company
- Secured hiring of 200+ employees during a difficult time economically
- Oversaw employee retention program, reducing retention by 13% over 2 years
- Managed and updated employee records for a 500-employee international company
- Implement work from home policy to reduce unnecessary Paid Time Off (PTO) time by 20%
- Organization of 500+ employees. Provided direction, coaching and development to more than 100 employees, including leaders of others, managers and individual contributors

EDUCATION HISTORY

2011 - 2013

Kohinoor Business School

2008 - 2011

Saurashtra University

Master of Business Administration

Bachelor of Business Administration

WORK EXPERIENCE

2021 - Current

RKIT Software Pvt Ltd

HR Head

- Creating new programs, procedures, and policies and overseeing the day-to-day human resource projects and tasks for the organization
- Revitalized an existing Human resources department that had previously only been operating at "bare bones" level
- Overseeing all human resources functions at both the routine and strategic level as well as all recruiting efforts for this rapidly growing organization
- Planning of new programs/strategies as those items impact the attraction, motivation, development, and retention of the employees
- Implementing tools to track and analyze progress toward established goals

2020 - 2021

Socially App Pvt Ltd

HR and L&d Head

- Assisting in evaluation of reports, decisions, and results of the HR department in relation to established goals
- Recommending new approaches, policies, and procedures to effect continual improvement in efficiency of the department and services performed
- Interpreting personnel rules and regulations for administrators, as requested and to employees in group sessions and on an individual basis; receiving and addressing employee complaints and professional issues, and advising administrators in such cases
- Updating job descriptions for appropriateness and alignments within the strategic plan
- Updating compensation plan in accordance with consultants and ensures plan is within compliance
- Recommending changes in employee manual and conducts orientation sessions for new employees, explaining employment and benefits policies and programs
- Payroll Management of all employees

2018 - 2020

Bharti AXA Life Insurance

HR and L&D Manager

- Instructing all new personnel on initial training essential for the organization and personnel to be successful with 100% completion rate on first time testing.
- Scheduling, coordinating, and conducting training on office policies
- Maintaining, reviewing, and updating administrative records of 21 personnel
- Establishing and ensuring personnel were knowledgeable of all organizational policies and procedures
- Counseling personnel monthly on job performance, expectations, attitude, and career development
- Successfully administered conflict resolution between personnel, sections, and organizations to maintain good standing and accomplish organizational goals
- End to End recruitment and onboarding process of personnel
- Handled understaffing, disputes, terminating employees, and administering disciplinary procedures

WORK EXPERIENCE

2017

Dr. Reddy's Foundation

HR Executive

- Engaged in Employee relations, performance management, policy and program administration, and training and development
- Worked with senior leadership to design and implement workforce strategies to meet organizational objectives
- Developed, deployed, and administered HR programs, policies, practices, and processes
- Increased management participation in employee relations to reduce complaints by 40%
- Responsible for the implementation of organization-wide HR policies and program

2015-2017

Jet Air Academy

HR and Centre Manager

- Successfully updated over 70% of the HR procedures in five months; 100% in nine months
- Ensured employee handbooks, policies, procedures, practices, and employee documents are compliant and up to date
- Responsible for the creation and implementation of one shared service process for annual performance evaluations, employee satisfaction surveys, recruiting, and onboarding
- Played an active role in the planning, development, and implementation of Human Resources Management strategies
- Served as a liaison between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related challenges
- Prepared reports and presented them to senior management as required
- Handling, recording and updating day to day activities of the center
- Collaborated with other leaders in Human Resources to ensure coordinated handling, messaging, and implementation of items

2013-2015

Zobone FZE Pvt Ltd

HR Associate

- Overseeing senior management succession and leadership planning, and worked with senior management to establish a robust management succession plan
- Created and executed network headcount, talent acquisition and employee development strategies across the organization
- Provided coaching and counseling to employees in areas such as management development, conflict resolution and career development
- Assisted senior management in the development of solutions through organizational development and cultural and process-oriented perspectives
- Worked closely with other department heads and support recruitment , competence development & performance management initiatives
- Succeeded in people management, including attraction, assessment/hiring, development, and performance management
- Worked directly with department managers to assist them in carrying out their responsibilities on personnel matters