

Summary:

Human Resource Professional with over half a decade of experience with a proven track record of enhancing team performance, fostering employee loyalty, and cultivating collaborative alliances with internal and external stakeholders. Experienced in managing outcomes and possessing notable expertise in various industries such as Manufacturing, Logistics, Information Technology (IT), and Tertiary sectors. Demonstrated exceptional leadership capabilities while overseeing and directing HR operations.

Technical Skills:

MS Excel (Pivot Tables, VLookup, HLookup) (5 Years), MS PowerPoint (4 Years)

HRIS:

SAP ERP (2 Years), Success Factor (2 Years), Zoho (3 Years)

Professional Experience:**CEAT Tyre, India (Manufacturing)****Jul 2022 - Mar 2023****Assistant Human Resource Manager**

- Supported Plant HR Head in managing and facilitating SMTs' (Self-Managed Team) smooth induction and operation.
- Evolved and monitored the human resources budget for SMT programs yearly.
- Planned and executed induction, training of SMT module training for new joiner in collaboration with the production team.
- Prepared and presented monthly HR reports to plant HR and senior management.
- Established grievance redressed committee and systematic process to resolve issues.
- Adhered to various training modules for employee career progression to promote internal talents such as behavioral training, English training, and Excel training.
- Worked on SAP ERP to prepare various purchase requests/requisitions for the department.
- Ensured compilation of all employee engagement activities throughout the year.
- Operated success factor for managing employee data.

Globomotive India Limited, India (Logistics)**Jan 2018 - Jun 2022****Sr. Human Resource Executive**

- Standardized talent acquisition programs, conducted interviews, and managed hiring-to-exit processes.
- Conducted orientation and training programs for new hires.
- Supervised and revised pay structures, ensured legal compliance, and maintained HR records.
- Developed and updated HR policies and procedures on a timely basis.
- Managed HR staff, assigned tasks, and ensured operational efficiency.
- Built relations with vendors for office equipment.
- Prepared files and data for yearly ISO audits in compliance with guidelines.
- Prepared payroll data and yearly employee bonuses as per statutory compliance.
- Maintained time and attendance of employees through HRIS.
- Actively participated in the yearly appraisal process with top management.

Kostcare Infotech Pvt. Ltd, India (IT)**Mar 2018 - Dec 2018****Human Resource Executive**

- Recruited across functions, including liaison with HR consultancies.
- Managed employee data, leave, and attendance in Zoho.
- Designed salary structure, processed payroll, and handled banking-related documentation.
- Evaluated quarterly performance and handled appraisal processes.
- Managed company files as per the legal requirements.
- Built Human Capital structure, recruited new talent, and organized induction and training programs for high retention.
- Ensured effective management of employee induction programs in line with organizational objectives and policies.

Migrate Zone (Tertiary)**Jan 2017- Feb 2018****HR Executive**

- Managed HR processes including recruitment, selection, hiring, orientation, and training.