

FALGUNI PADHARIYA

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Summary

Human Resource Manager with practical understanding of business needs. Highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and budget requirement.

Highlights & Core Competencies

- Hiring and Retention
- Training and Development
- Performance Management
- Compensation/Payroll
- Employee Relations
- Contract Labor Management (CLMS)
- Compensation Administration
- Regulatory Compliance
- MIS & Records
- Policy Development & Implementation
- Reward & Recognition
- Employee Welfare
- Grievance Handling
- Liaisoning with Government Authority

Accomplishment

- Received "Ultimate Contributor" Award in January 2021.
- Successfully developed and implemented HR policies and procedures in newly started manufacturing unit.
- Aligned salary structure in such a way where employees can get more tax advantage with zero cost impact on organisation.
- Helped one of my team member to get promoted in organisation within 6 months of joining.
- Introduced grade and incentive structure.
- Successfully completed transit period of merger & acquisition.
- Improved paperwork processing time by streamlining submission process.
- Streamlined compliances under Contract Labour Management Act.
- Developed CLMS (Contract Labour Management System) application with the help of IT Team to get fast and error free reports.

Experience

Manager – Human Resources	16th April, 2018 to Till Date
Aryan Lubricants Private Limited	Ahmedabad, Gujarat

Strategy and Policy

- Develop and implement Human Resources policies and procedures aligned with the overall business strategy.
- Ensure proper communication and implementation of the HR policies & procedures.

- Develop and monitor an annual budget that includes Human Resources services, employee recognition and benefits administration.

Talant Acquisition and on boarding

- Interfacing with management & heads of department for developing and implementing HR policies & procedures in line with core organizational objectives.
- Managing the recruitment life cycle for sourcing the best talent from diverse sourcing after identification of manpower requirement for new/existing departments.
- Executing the entire gamut of tasks in recruitment encompassing sourcing, selection and appointment etc.
- Caring out joining and on boarding including induction/orientation program to the new recruits.
- Updating all new staff details in HRMS & maintain personal files.

Training and Development

- Identify training needs, performance improvement plans through discussion with HODs and appraisal process towards enhancing employee productivity and building committed team.
- Plan and organize training programs as per need and assess their effectiveness.
- Preparing and maintaining record of the training programs conducted.

Performance Management

- Prepare KRA of all employees in co-ordination with HODs
- Ensure periodic review of employees under probation and complete confirmation process.
- Implement performance management system and ensure completion of process as per time line.
- Obtain approval on increment / promotion / rewards & recognition and execute same.
- Plan an integral role in suggesting review mechanism for higher productivity level.
- Prepare list of high potential employees in coordination with HOD and identify growth plans / career up-gradation.

Employee Engagement

- Maintain employee connect and conduct employee engagement activities for better team building, knowledge building and strengthen employer – employee relationship.
- Prepare employee engagement activity calendar, budget and execute as per policy.
- Support and advice employees on HR policies and ensure compliance.
- Ensuring prompt resolution of employee grievances to maintain the cordial management – employee relation. Serve as an escalation point for employees and provide guidance and intervention, as needed, to resolve employee's issue.

Exit Management

- Conduct exit interview of employees leaving the organization and share insights with management for retention strategies or corrective actions.
- Ensure proper handover and clearance formalities and then processing with full & final settlement, issuing of relieving & experience letter, PF withdrawal etc.

HR Operations

- Attendance & leave management ensuring discipline
- Payroll management ensures timely processing of payroll.
- Ensure implementation of compensation strategy and structure in line with company guidelines.

- Ensure various compliances applicable to human resource function PF, ESIC, Bonus, Gratuity, Insurance, Minimum Wage, Contract Labor, TDS, PTax etc.
- Maintain liaison with government body and take care of timely submission of returns

HR MIS & Reports

- Maintain various MIS / reports on various HR areas like, Manpower Budget, Recruitment Status, Statutory Compliance, Employee Database, Performance Appraisal Data, Training Program report etc.

Officer – Human Capital & Administration	16th July, 2015 to 3rd April, 2018
Mundra International Container Terminal Pvt. Ltd. (DP WORLD)	Mundra Kachchh, Gujarat
Total Experience	2 Years 9 Months

Employee Strength:

On Roll : 400 Employees

Contract : 850 Employees (35 Contracts)

- Joining, on boarding and induction of new recruits as per company policy.
- Provide basic trainings to junior level staffs and contractor.
- Prepare & maintain monthly MIS & other operational reports.
- Ensure legal compliances & documentation like working hours, weekly off, minimum wage, PF, PT, bonus, WC Policy, Labor License, LWF, Employment Exchange etc.
- Oversee and manage a performance appraisal system that drives high performance.
- Prepare KRA in coordination with departmental head & review performance of employee on quarterly bases. Give PIP to employees where performance needs to improve.
- Maintain personal files and records.
- Process monthly attendance.
- Oversee proper exit and full & final settlement of left employees.
- Assist in PF claim settlement.
- Run reward & recognition meeting on monthly basis.
- Implementation of HC policies within organization.

Junior Executive – Human Resources	1st October, 2013 to 8th July, 2015
Gujarat Adani Institute of Medical Sciences (ADANI GROUP)	Bhuj Kachchh, Gujarat
Total Experience	1 Year 9 Months

Employee Strength:

On Roll : 350 Employees

Contract : 80 Employees (2 Contracts)

- Recruitment, selection, on boarding and induction.
- Maintain personal files and records.
- Process monthly attendance & update leave records.
- Assisting in performance appraisal process.
- Looking after employee engagement activities.
- Looking after employee matters.

Training & Project

Pantaloon Retail India Ltd.

12th December, 2012 to 12th March, 2013

Project Title: Functions of HR Manager, Training & Development and Retention

Education

Post Graduation Diploma in International Business Management

2013

B. K. School of Business Management, Gujarat University

Ahmedabad, Gujarat

Master of Business Administration in Human Resource Management

2013

K. S. School of Business Management, Gujarat University

Ahmedabad, Gujarat

Bachelor of Business Administration

2011

K. S. School of Business Management, Gujarat University

Ahmedabad, Gujarat

H.S.C. – Commerce

2008

Sheth Khimji Ramdas Kanya Vidhyalaya, Gujarat Board

Mandvi Kachchh, Gujarat

S.S.C.

2006

Sheth Khimji Ramdas Kanya Vidhyalaya, Gujarat Board

Mandvi Kachchh, Gujarat

Declaration

I hereby declare that the information furnished above is true to best of my knowledge.

Date:

Place:

Signature

Falguni Padhariya