

Deepali Mohite

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Synopsis

- ⇒ HR Professional with 6 years of rich experience in Human resource management and generalist activities
- ⇒ Proficiency in recruitment strategies, Policy framing and implementation, induction, conducting training & development programmes, Salary Preparation, employee engagement activities
- ⇒ An effective communicator with good analytical, problem solving abilities.

Area of Expertise

Recruitment Planning and Selection:-

- Identifying resource need for various departments preparing budgets for new hiring's
- Preparation of Job Description in consultation with the concerned HODs
- Briefing recruitment team and allocating recruitment targets
- Monitoring recruitment database and reports
- Initial round of screening and interviewing candidates for various positions
- Negotiating and finalization of salary with selected candidates
- Issuing offer letters to the selected candidates

Joining, Induction and Documentation:-

- Complete joining Formalities like issuing of appointment letters, documentation & employment verification etc. for newly joined employee
- Conducting Induction for new joiners, explain company profile, HR policies

Training & Development:-

- Identify functional and technical training needs , preparing training calendar's
- Conducts training and development for the new joiners and existing employees according to need

HRIMS:-

- Maintenance of all employee personal records and updation auto / manual both
- Maintain all the data of new joined / resigned employee
- Ensuring time and accuracy in the MIS reporting at various levels in various formats. Designed a database management system for MIS reporting monthly and refer the information again for future

Performance Management and Appraisal:-

- Coordinating with HODs and management for Performance Management and Appraisal system
- Participate with department heads for quarter review
- Conduct promotions and transfers
- Ensuring to complete the appraisal process in the given time frame
- Issuance of increment letters

Salary / Wages / Payroll:-

- Design & Administration of Annual Salary Planning, Variable incentive & Operating Plan on Salary & Headcounts
- Handling 100+ employees' Attendance, Salary, Leaves, Compensatory off, Compensation, Conveyance / Travelling reimbursement, loans & advances etc
- Responsible for salary processing for staff, workers, trainee, temporary and permanent staff
- Ensuring statutory payouts (salary slip) are done on time
- Coordinating with Accounts department for submission of PF, ESIC, PT Challan & issuance, Form -16.

Grievance Handling & Employee Welfare:-

- Ensure and create a **"Feel Good Factor"** across the organization by addressing their queries and keep an open communication between the Management & Employees
- Attending employees' query related to salary, benefits or any other related quires
- Looking after employee welfare activities
- Interacting with employees to discuss their problems & grievances to find a solution.
- Motivate the employees on day-to-day basis

Legal Compliances:-

- Implementation of policies which are administered and practiced in the organization, as per the Maharashtra Factories Act, PF Compliances, Gratuity Act, Contract labour Act, Maternity Benefit Act

Departmental Audit:-

- Coordinating with Recruitment , admin and accounts department , timely monitoring and quality checking of exiting work procedures
- Audit and scrutiny of records and files.
- Monthly audit for admin needs , office supervisions
- Ensure that the discipline of the organization (start times, breaks, attendance, pass systems, etc) is maintained by all categories of employees

Other Operations:-

- Ensuring the timely issuance of letters for Confirmations & Extension of probation etc.
- Conducting monthly and quarterly meeting.
- Interfacing with Management and Heads of Departments for review and implementation HR Policies & Procedures in line with core organisational vision & objectives.
- Exit-Interviews & Full and Final Settlement, Gratuity, PF Withdrawal and Relieving Letters.

Employee engagement activities:-

- organising cultural events , Saturday fun activities , reward and recognition program
- brainstorming and debate session for employees
- organising platform for employee for showcasing their talents

Summary of Experience

Current Company Name - Finoux SolutionS Pvt. Ltd.
Industry - IT Software and solutions
Period - From April 19 to till date
Designation - HR Manager
Team Size - 3 (2Recruiters +1Admin)

- Responsible for performing entire recruitment life cycle
- Responsible for on boarding activities monthly audit for new joining formalities, induction, post employment verification
- Issuing letters such as offer, appointment, confirmation, increment-promotion, pay acknowledgement
- Policy framing , implementation and maintenance
- Ensuring maintenance of HRMS, attendance, leave record, payroll - salary processing, issuing pay slips
- Responsible for employee engagement, grievances & staff welfare etc.
- Responsible for performance management and appraisal cycle
- Responsible for full & final, exit formalities like exit interview, clearance, relieving & experience letter etc.

Current Company Name - Optimum Financial Solution Pvt. Ltd.
Industry - IT Software
Period - From July 17 to March 2019
Designation - HR Manager
Team Size - 4 (Recruiters +Admin)

Job & Responsibilities

- Responsible for planning of Manpower as per requirement from HODs
- Planning for annual budgeting on Recruitment & Selection for all the positions
- Allocating monthly target given to recruiters to fulfil the shortfall of manpower
- Responsible for monthly audit for new joining formalities, induction, training & development
- Policy framing , implementation and maintenance
- Responsible for conducting reward & recognition programme depend upon their performance on various parameter on quarterly basis
- Ensuring maintenance of HRMS, attendance, leave record, payroll - salary processing, issuing pay slips
- Issuing letters such as offer, appointment, confirmation, increment-promotion, pay acknowledgement
- Responsible for employee engagement, grievances & staff welfare etc.
- Responsible for performance management and appraisal cycle
- Responsible for full & final, exit formalities like exit interview, clearance, relieving & experience letter etc.

Previous Company Name -Byzan systems Pvt. Ltd.
Industry - IT Software
Period - From Aug 2013 till Jun 2017
Designation - Assistant HR Manager
Team Size - 3 (Recruiters)

Job & Responsibilities

- Responsible for Recruitment & Selection for all the positions.
- Recruitment through portals & consultancy both
- Taking initial Level of interview , screening , selection and negotiation
- Responsible for joining formalities, induction
- Ensuring maintenance of HRMS, recruitment reports, maintenance of trackers and MIS
- Maintain the employee attendance in Time Management System and generate the attendance reports.
- Responsible for employee engagement, staff welfare etc.
- Participate in performance appraisal cycle
- Maintain the notice board with the information announcements, circulars on monthly, weekly bases

Previous Company Name - Squad Infotech Pvt. Ltd.
Period - From March 2012 – July 2013
Designation - Sr. HR Recruiter

Job & Responsibilities

- Handling end-to-end recruitment to achieve the target set by the client and company
- Detail understanding of the requirements and understanding the job specifications by clients.
- Identifying the potential candidates through various sources like database, job portals, reference building, Mass Mailing on portal regarding job opening, head hunting
- Initial screening of candidates to ensure fitment of candidate, company's fitment and putting them forward for technical screening
- Briefing the candidates about the job profile and the organization
- Client coordination and Relation Build up

Academic Credentials

MBA (HR) from ITM - 2018

Diploma in Human Resource Management (DHRM) May 2013
From Welingkar Institute of Management

Bachelor of Management Studies (BMS) –July 2011 (Mumbai University)

HSC (Commerce) – 2008 (Mumbai University)

SSC –March- 2006 (Maharashtra state Board University)

Personal Information

Name : Deepali Mohite
Father's Name : Mr. Yashwant Mohite
Date of Birth : 13th Oct, 1990
Marital Status : Married
Contact Address : Seawood Navi Mumbai
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Declaration

I hereby declare that all the details furnished by me are true and complete to the best of my Acknowledgment.

Date:

Yours truly,

Place: Mumbai.

Deepali Mohite