

# Sanjivani Janardan Hadap

Flat No. 6, Building P6-23, Near Pillai College, Sector 15, New Panvel, Navi Mumbai, Maharashtra- 410206.

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## Human Resource PROFESSIONAL

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### OBJECTIVE

To be part of a Growing Organization, where I can contribute towards the growth of the company and also in parallel acquire the skills that help me in a better career.

### Key Competencies

•Recruitment and selection •Employee Engagement •Payroll Management •Statutory Compliance •Cross Functional Coordination

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### PROFESSIONAL EXPERIENCE

**Ulka Seafoods Pvt. Ltd., MIDC-Taloja.**

Since 21<sup>st</sup> May 2018

#### HR Executive

Reporting to Manager- HR and Director.

#### Responsibilities

➤ **Recruitment:**

- Sourcing candidates through News Paper and employee referrals.
- Completion of joining and on-boarding of new employee.
- Maintaining personal file of employee.

➤ **Attendance and Leave Management:**

- Maintaining attendance, Leave and Overtime records of the employees.
- Submitting all the above records before 02<sup>nd</sup> of every month for payroll processing.

➤ **Compliance:**

- Maintaining factories necessary safety, cleanliness and welfare as per Factories Act 1948.
- Renewal of licenses E.g. Factory license, Contract labour license, Interstate labour license etc. Keeping track of all the returns related to factory and labour.
- Updating New Employee and Worker in PF and ESIC. Preparing monthly PF and ESIC Challans.
- Solving issues related to PF and ESIC.
- Implemented new scheme - PMRPY.

➤ **Contractor:**

- Cross Checking attendance and wage register of contract workers.
- Maintaining leave register, maternity register and other applicable records and documentation.

➤ **Welfare Activities:**

- Assessment of welfare and safety needs related to workman.
- Event organisation for staff employees.
- Awareness regarding various facilities related to Mediclaim and ESIC.

**HR OFFICER**

Reporting to Manager- HR.

**Responsibilities**

➤ **Recruitment:**

- Sourcing candidates through consultants.
- Schedule and line up the interview, Taking initial HR round of the candidate.
- Sourcing, Screening, Reference Check of candidates and Issuing Offer Letter.
- Collection of candidates credentials as per the company standards.
- Maintaining and updating the database of the candidates in system.

➤ **Induction and On boarding:**

- Providing induction training and facility tour to new joinee.
- Coordination for Email ID, Visiting Cards, Sitting Arrangement, Issuing Appointment Letter.
- Creation of New Employee in HRIS System.

➤ **Confirmation:**

- Obtaining confirmation form from HOD for employees completing six months & final recommendation by Functional Head on confirmation, extension of probation and accordingly issuing the letter.

➤ **Attendance:**

- Handle Attendance processing for more than 170 employees.
- Follow-up with departments for shift roaster and upload the same in the system.
- Creating employee master Updating Shift Roaster in payroll management software of all employees.
- Coordinate with employees for leave and attendance regularization issues.

➤ **Payroll Processing:**

- Submitting data to consultant and checking challans for statutory compliance.
- Checking PF, ESIC, PT and MLWF Challan.
- Handling PF Withdrawal, Transfer related queries.

➤ **Training:**

- Inviting nomination for training as per training calendar.
- Coordinating with departments for nomination and completion of training programs.
- Send the employees for external training programs and seminars.

➤ **General Activities:**

- Sending monthly addition and deletion data for Madicclaim scheme.
- Coordination for processing medical claim settlement under employee health insurance scheme.
- Checking contract labour attendance and other details and sending it to accounts department.
- Employee KYC updation in system.

➤ **Employee Engagement:**

- Navratri celebrations.
- Part of Cultural Organizing Committee "Rangbhoomi"
- Organized Fashion Show for Annual Function.

➤ **Performance Management:**

- Form circulation to HOD.
- Performance evaluation as per the ratings given by HOD.

➤ **Employee Grievance:**

- Handling issues related to salary, leave, LOP and over time.

➤ **Exit Formalities:**

- Ensuring all the company property is handed over by the employees to the company.
- Issuing work experience certificate and relieving letter.
- Taking Exit interview of resigned employees.
- Preparing full and final Settlement, gratuity, and other employee benefit.

**ACHIEVEMENTS**

Giving inputs for employee engagement. Organized Navratri Celebration.  
Streamlined attendance system.  
Prepared Induction module.

**BRIGHT RETAIL SHOPS CHAIN PVT. LTD. (Grocery Mantra), BHANDUP.**  
**HR Executive**

**2<sup>nd</sup> Feb 2016 to 29<sup>th</sup> April 2017**

Reporting to CEO.

**Responsibilities**

- Overall co-ordination of manpower planning, recruiting staff - this includes developing job descriptions, preparing advertisements, checking application forms, short listing, interviewing and selecting candidates
- Developing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- Handling salary negotiations and compensation administration in line with the industry standards. Undertaking regular salary reviews along with taking care of statutory compliances.
- Coordinated with MLWF- Government Audit
- Developing HR planning strategies with line managers, which consider immediate and long-term staff requirements in terms of numbers and skill levels
- Handling Employee Engagement Programs
- Dealing with employee grievances

**Summer Internship:**

**CXO Search (Club Mahindra Group)**

**May 2015 to June 2015**

Project Title : Recruitment and Selection (Human Resource Management)

**Big Bazaar 11th Oct 2014 to 12th Oct 2014**

Project Title : Future Group Shopping Festival Project

**EDUCATIONAL CREDENTIALS**

**MBA - Human Resource, 2016**

Pillai's Institute of Management Studies and Research

**B. Com, 2014**

KMC College Khopoli, Mumbai University

**I.T. Skills:**

- MS- Office (Excel, Word, PowerPoint presentation).
- Easypay Software Handling.
- Basic Computers.

**Date of Birth:** 5<sup>th</sup> May 1994

**Languages known:** Marathi, Hindi & English

**Permanent Address:** Hari Om Nivas, At-Gorthan, Po-Vavoshi, Tal- Khalapur, Dist-Raigarh, Maharashtra - 410203.