

# Sanjivani Janardan Hadap

01/C-11, Orange Gate, Kendriya Vihar, Sector 11, Kharghar, Navi Mumbai, 410210.

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## Human Resource PROFESSIONAL

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### Statement of Purpose:

To work in a challenging environment, update my knowledge and skills, and enhance organizations statistics with my hard work and dedication, and ability to work in team. To learn and adapt the culture of the organization and follow the ethics.

### Key Competencies

Payroll Management Statutory Compliance Training & Development Employee Engagement Recruitment and Selection

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## PROFESSIONAL EXPERIENCE

### Kellogg India Pvt.Ltd., MIDC-Taloja.

09 April 2019 to Till Date

#### HR Associate

Reporting to Assistant Manager-HR.

#### Responsibilities

- **HR operation**
  - End to end Recruitment
  - HR Key Performance Indicator (KPI) updation on monthly basis
  - Employee Relations – Handling welfare and canteen committee
  - Adherence to engagement cadences: Quarterly R&R, Monthly communication
  - Adherence to events cadences: Sports day, Picnic, Dasara pooja, Family day
  - Adherence to Process / Legal cadences: ACR letters, Appraisal decisions & ratings, Annual Health Check up
  - Maintain HR Metrics tracker
  - Weekly OT update to all managers
  - Ensure closure of Medical insurance reimbursement lead time.
- **Payroll**
  - Salary input
  - Overtime tracking
  - Salary – Final checks, Correctness of salary data
  - Necessary approvals, Bank transfer
  - Salary analysis and dashboards.
- **Learning & Development**
  - Training calendar preparation
  - Adherence of Training calendar
  - Training matrix, calendar review, need analysis and Training Tracker
- **Time office**
  - Daily attendance, Monthly tracker, MIS Dashboards and Analysis of attendance.

#### ACHIEVEMENTS

Received Appreciation Certificate in quarter 2 for Creating Demand Vs Supply Tracker to track CL supply rate and vendor performance.  
Received Appreciation Certificate in quarter 3 for excellent documentation and readiness during EHS & MQFS Audit.

**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.

➤ **Statutory 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 for company payroll employees.

➤ **Attendance and Leave Management:**

- Maintaining attendance, Leave and Overtime records of the employees.
- Submitting all the above records on or before 02nd of every month for payroll processing.

➤ **Welfare Activities:**

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

➤ **Attendance and Payroll Processing:**

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

➤ **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.

➤ **HR Operations**

- 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

- 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 Grievance: Handling issues related to salary, leave, LOP and over time.
- Performance Management - Form circulation to HOD and Performance evaluation as per the ratings given by HOD.
- Employee Engagement - Navratri celebrations, Part of Cultural Organizing Committee "Rangbhoomi".
- Organized Fashion Show for Annual Function.

➤ **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. (GroceryMantra), BHANDUP.**

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

**HR Executive**

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)

**EDUCATIONAL CREDENTIALS**

**MBA - Human Resources, 2016**

Pillai's Institute of Management Studies and Research, Mumbai University

**B. Com, 2014**

KMC College Khopoli, Mumbai University

**I.T. Skills:**

- MS - Office (Excel, Word, PowerPoint presentation).
- Easypay by Sensys Software Handling.

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

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

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