



JANHAVI GAIKWAD

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A Human Resource graduate who is seeking to find the opportunity to work in a lively and learning environment that will encourage me to improve and work on new and necessary skills as well as be motivated by the company to do my best for the betterment of helping company and self to advance in human resource industry.

EXPERIENCE

MAY 2021 – PRESENT

ENABLING AREA - HR INTERN, DELOITTE

- 1) Eminence building
- 2) Engagement actives like employee connects, Coffee Connects & Fun'tastic Fridays
- 3) Facilitated on designing quarterly Newsletters
- 4) Supported Talent acquisition team with telephonic screening process for second upcoming site
- 5) Drafting decks for engagement activities & keeping intranet page updated
- 6) Follow ups with employees for invite status through skype & teams
- 7) Connecting with new joiners to ensure onboarding process
- 8) Helped design certificates for Lean Training program
- 9) Learning & supporting for various functions of talent team like keeping track on daily headcounts, new joiners, attrition, diversity and creating decks for BL connects, HR strategy planning etc.
- 10) Analyzing & reviewing Telephonic Exit interviews

JANUARY 2018 – APRIL 2021

ASSISTANT HR & ADMINISTRATION, RRPL

- 1) Supported in Payroll process and FnFs
- 2) Employee engagement calendar
- 3) Maintaining complete employee database, files, and records for audit purpose.
- 4) Managing Administration Desk activities
- 5) Facilitated for end-to-end life cycle from onboarding to offboarding process
- 6) Assisting in resolving client's queries
- 7) Annual performance appraisal and evaluation
- 8) Learned various methods, procedures and standards required for internal job roles like production, operations, marketing & logistics process
- 9) Maintaining daily bank statements & clearance of cheques
- 10) Logistics Billing and generating challans
- 11) Sending the updated project reports to HR manager and taking care of all documentation

JANUARY 2020 – FEBURARY 2020

HR INTERN, PIRAMAL ENTERPRISE LIMITED

- 1) Supported in designing and development of performance improvement plan program and successfully implemented in system of Piramal healthcare for front line employees.
- 2) Benchmarking for revamped Incentive policy & recruitment process for front line employees.
- 3) Restructuring of JDs & SOP, also Facilitated successful sourcing of 11 candidates from the pool of application & their onboarding process.
- 4) Successfully framed fun awards, spot awards, employee engagement activities according to calendar & revamped RnR platforms.
- 5) Manual Auditing of HR files.

MAY 2019 – JUNE 2019

INDUSTRIAL RELATIONS INTERN, MAZAGON DOCK SHIPBUILDERS LIMITED

- 1) Learned various departmental process and how they are implemented by site level
- 2) Employee Grievance handling & ensuring the ticket is resolved within 48hrs of pick up
- 3) Understanding the retirement policies for voluntary retirement at 58year & 60years
- 4) Understanding the policies of internal promotions
- 5) Understanding the disciplinary process & how to document papers for such process
- 6) Understanding how trade unions functions & how it is formed

EDUCATION

MLS	Human Resource & Industrial Relations	72.71%	2018-2020	LNML MILS
BCom	Financial Accounting & Auditing (Special)	72.71%	2017-2018	MCC
HSC	Commerce	81.38%	2015-2016	MCC
SSC	General	63.00%	2012-2013	St. Mary's

SKILLS

- Quick Learner & flexible
- Client Service & interpersonal Skills
- Basic Knowledge of MS office & Internet
- Conflict management & Administration skills

ACTIVITIES

- Certification courses from LinkedIn in HR as a business partner, HR: Compensation & benefits, HR: Using metrics to drive HR strategy, people's analytics, employee engagement, Job skills: learning the basics & business etiquette: meetings, meals, and networking events. Certificate Course in Human Rights from MCC
- Position of Responsibilities as Public Relations in MCC, IV organizer for LNML MILS