



Rashmi Bhanage

Human Resources Professional

Human Resources Generalist with 9+ years of relevant domain experience. Expertise in assisting organizations' HR operational needs by using my multi geographic and cross domain experience.



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SKILLS

HR Analytics

Talent Acquisition

Manpower Management

HR Business operations

HR Business Partner

WORK EXPERIENCE

HR Operations - APAC & MEA

Glenmark Pharmaceuticals Ltd

07/2023 - Present

Mumbai

Responsibilities

- Managing end-to-end consolidation for the Monthly HR MIS for APAC & MEA region. Ensuring data accuracy, data hygiene & including coordination with regional HR teams.
- Efficiently managing onboarding, Data Management, Separations from system, including completion of joining procedures, email id creation, exits from system.
- Collaborating with finance to ensure accurate and timely payroll processing & Debit Notes Approval on timely manner. Resolving payroll discrepancies.
- Actively participated in the annual HR budgeting exercise, collaborating with HR leaders and finance teams to align budgetary allocations.
- Ensuring employees at aligned with the available Training Programmes, SPOC for Nominating employees for training programs and opportunities.
- Collaborating with HR teams across regions to ensure a standardized and effective Annual performance appraisal & Mid Year Appraisal process.

SENIOR EXECUTIVE – HUMAN RESOURCES

Reliance Retail Ltd

07/2021 - 06/2023

Navi Mumbai, India

Responsibilities

- Proficiently managed the Performance Management System (PMS), overseeing the entire process from goal setting to performance evaluations
- Generating periodic MIS reports such as RAOG, Recruitment & Attrition Tracker, and delivery of weekly review PowerPoint presentations to provide insights
- Serving a single point of contact for sales team members, addressing employee concerns, resolving conflicts, and ensuring a positive and collaborative work environment
- Proficient in designing, executing, and delivering comprehensive training programs and refreshers to enhance employee skills and knowledge
- Facilitated 500+ sales hiring by collaborating with hiring managers to identify talent, creating job descriptions, posting job advertisements, screening resumes, conducting interviews, and making recommendations for the selection of the candidates
- Tools used:** SAP, Tableau, R-Connect, MS-Office

SENIOR OFFICER – GLOBAL QUALITY HR

Glenmark Pharmaceuticals Ltd

09/2014 - 01/2020

Mumbai, India

Responsibilities

- Managed MIS & HRMS for HR Analytics and Leadership dashboard creation for Headcounts, Manpower costing & budgeting, Attrition & recruitment tracking and other reporting
- Contributed to the development of budgetary forecasts, considering global HR needs, regional variations, and emerging trends. Managed Budget Transfer Request.
- Stakeholder Management across geographies & expat Relocation
- Tools used:** SAP, Tableau, GENESIS, MS-Office

EDUCATION

Masters in Personnel Management (MPM)

Dr. DY Patil IMR, Pune (Pune University)