

**Pavan**

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**PROFILE FOR: HR BUSINESS PARTNER, HR GENERALIST, HR EXECUTIVE, HR ASSISTANT**

*Having 13 years of experience in human resource management and general administration majorly in Retail, Agriculture and hospitality industries*

*Core competencies include…*



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|  |  | Manpower Planning |  |  |  |  | General Administration |  |  |  |  |
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|  |  | Talent Acquisition |  |  |  |  | Performance Evaluation |  |  |  |  |
|  |  | Budgeting & Cost Control |  |  |  |  | Compliance |  |  |  |  |
|  |  | Human Resource Management |  |  |  |  | Management |  |  |  |  |
|  |  | Training & Development |  |  |  |  | Employee Engagement |  |  |  |  |
|  |  | Time Management |  |  |  |  | Grievance Management |  |  |  |  |
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* Organizational Development
* Payroll Administration
* Program Implementation
* Cross Functional Team Coordination
* **Recruitment & Talent Acquisition:** Proven ability in managing recruitment process for senior & juniorpositions based on personal contacts leading to significant cost savings for the organization
* **Process Enhancement:** Skilled in managing, modifying, updating, administering and implemented HRMS

system to provide single source, employee information database used extensively by HR department & Senior Executives for policies and procedures

* **Resource Planning:** Assisted the senior management and respective department heads in preparing longterm resource plans by evaluating and matching manpower requirements to organizational business growth
* **Training & Development:** Organized training sessions based on manpower retention & development needsof individual including orientation sessions for new employees
* **General Administration:** Managed day to day functioning of the personnel affairs department and assistedteam members in resolving critical HR related issues with potential business impact. Collaborated with the management in defining organization policies and systems for accomplishing organizational business objectives
* **SAP Skills:** Function as SAP END USER with knowledge on SAP HCM (OM, PA, Time Management & India &US Payroll, ESS & MSS). Undergone training in WORKDAY HCM



***0RGANISATION SCAN***

**CHECK IN STAYS PRIVATE LIMITED** **JUNE’15 – OCTOBER-17**

**HR MANAGER**

* Talent Acquisition, Resource Management and Manpower Planning
* Planning Human Resource requirements in consultation with Business Heads as per assigned Budget
* Talent Management / Organization Development / Employee Engagement
* Driving HR agenda in alignment with business strategy by working in close coordination with Business Leaders
* Coordinating with internal & external stakeholders to support business plans & ensure effective Implementation of HR programs
* Identifying training needs & organizing T&D initiatives for building capability and skill enhancement.
* Policy Formulation and administration
* Exit management.

**SYNGENTA INDIA LTD**

**Designation**

**Jul 2012 to May 2015**

**Career Graph**

* HR Manager – L&D, Apr 2014 till date
* HR Consultant - Tegra Business Jul 2012 – Mar 2014

**Responsibilities**

* Prepare/ implement manpower budget, recruitment plans and organize trainings across Andhra Pradesh & Tamil Nadu
* Ensure compliance to organizational policies/ procedures with regards to staffing and recruitment processes
* Interact with managers for evaluating effectiveness of recruitment plans. Prepare/ maintain pipeline for existing as well as potential vacancies
* Coordinate activities related to on-boarding and induction for new hires
* Evaluate training requirements and prepare training calendar at the beginning of the financial year. Organize need based training sessions for employees aimed at providing superior service delivery
* Prepare/ monitor employee development plans. Groom/ mentor employees based on operational and business requirements
* Involved in end to end management of exit process including conducting exit interviews, processing full & final settlement of departed employees based on organizational policies
* Monitor quarterly attrition rate to maintain attrition within permissible limits
* Process payroll and ensure compliance with statutory regulations for non full time employees
* Maintain updated HRIS Reports encompassing headcount, attrition analysis, hiring etc

**MAXRANGE RETAIL PVT LTD**

**Manager – Human Resources**

**Apr 2011 – Jun 2012**

**Accomplishments**

* Successfully recruited 400+ plus store staff & other category staff in just 4 months at Max Range

**Responsibilities**

* Spearheaded a HR team of 6 members managing an employee strength of 850 employees including 300+ employees in corporate, 400 retail staff & 150 skilled workers in manufacturing unit
* Involved in end to end management of HR processes pertaining to organizational business requirements
* Managed employee engagement programs like orientation, training & development
* Defined/ implemented employee retention incentives & programs
* Participated in periodic business/ performance reviews for defining team KRAs
* Set up partnerships with manpower agencies based on resource requirements
* Maintained updated knowledge on industrial trends by participating in various HR workshops
* Managed disciplinary action and grievance. Updated training records and prepared competency matrix
* Collaborated with marketing, legal, sales & production departments based on manpower requirements
* Interacted with local bodies for statutory compliances such as ESI, PF etc
* Conducted exit interviews & processed full & final settlement

**THE MOBILE STORE LIMITED**

**Assistant Manager – HR**

**Aug 2009 – Apr 2011**

**Responsibilities**

* Involved in end to end management of HR processes encompassing recruitment to grievance management
* Managed talent acquisition for stores in Andhra Pradesh. Implemented monthly rewards & recognition programs
* Identified/ reconciled quarterly budgets and forecasted future projections
* Organized events for developing workforce and engagement activities aimed at boosting potential of employees
* Managed exit process and processed full & final settlement based on organizational policies
* Interacted with external agencies & govt. authorities for ensuring statutory compliance under Provident Fund Act, Industrial Disputes Act, Standing Orders Act, Contract Labour Act, etc
* Defined/ implemented retention policies to minimize voluntary & involuntary attrition
* Implemented remedial measures based on employee non-performance, behavioural issues
* Maintained HRIS Reports-Headcount, Attrition analysis, Hiring

**HOME SOLUTIONS RETAIL INDIA LTD**

**Sr. Executive – Human Resources Apr 2007 – Aug 2009 Accomplishments**

* Rated high for efficient management of entire operations of retail outlets like Home Town, E-Zone. Collection-I & Furniture Bazaar
* Distinguished for maintaining less attrition and being rewarded as the best HR executive in the region at Home Town

**Responsibilities**

* Implemented/ signed off People Plan for the financial year based on business requirements
* Aligned HR SOP’s to corporate HR guidelines. Designed/ set up employee engagement initiatives at the stores
* Organized rewards & recognitions, town hall meetings, star connect sessions
* Followed up with team members pertaining to processing/ payout of salaries and resolved salary queries in compliance to SLA parameters
* Maintained updated attendance and leave records including templates like Leave Application form, Clearance form, Separation Feedback Form etc
* Ensured compliance to organizational policies/ procedures pertaining to day to day activities
* Presented monthly analysis of headcount, employee cost, attrition, and engagement activities for the region to the Business Head and Corporate HR to enable effective decision making

**RELIANCE INDUSTRIES LTD, PETROLEUM DIVISION Officer – Administration & HR**

**Nov 2004 – Mar 2007**

**Responsibilities**

* Prepared manpower plans and conducted recruitment for Petroleum Outlets across the Territory Managed joining/ exit formalities and induction at territory level
* Maintained updated attendance records for processing payroll including individual leave records, MIS, Admin Expenses Dash board, MIS OFF Roll and PowerPoint presentation
* Identified and developed vendors based on business/ operational requirements
* Prepared/ processed vendor payments and followed up on renewal of agreements based on statutory requirements.
* Coordinated activities related to office maintenance and organizing monthly territory meetings



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|  | ***Academics*** |  |
|  | **MBA – Human Resources,** Symbiosis Distance Learning, Pune | 2005 |
|  | **Bachelor of Commerce,** Osmania University | 2002 |
|  | **Diploma In Commercial & Computer Practice**, State Board of Technical Education-AP | 1999 |



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| **Marital Status: Married** | | | | | | | | **Nationality : Indian** | |
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