

Payal Shinde

Human Resource - Senior Executive

✉ shindepayal16@gmail.com

☎ 8208841496 📍 Pune

🧠 Skills

Technical — ▪ MS Office : Well versed with VLOOKUP, Pivot tables, Formulas.

📄 Certificates

Certified LinkedIn recruiter
Successfully completed and qualified the LinkedIn recruiter/trainer program conducted by LinkedIn at Wipro.

🎓 Education

Master's degree in Computer Science (MSc),
Savitribai Phule University Pune
05/2014 | Pune, India

🌐 LinkedIn Profile

<http://www.LinkedIn.com/in/payal-shinde-5b8a55224>

🧩 Notice Period : Immediate Joiner

📁 Professional Experience

Wipro Technologies Ltd., **Human Resource - Senior Executive**

10/2021 – present | Pune, India

Human Resources representative with 2.6+ Years of experience in managing End to end recruitment, Employee Life Cycle Management, Employee Engagement, Performance and Appraisal Management, Policy Implementation, Grievances Management etc. Skilled at building and maintaining relationships, representing shared company values, and managing employees across all levels of an organization.

Employee Onboarding

- Managing complete Pre-Onboarding process for a selected employee -HR Discussion, Offer Generation, Preparation of letters such as Appointment Letter, Addendum Letter Etc.
- Initiating Background Verification Process after reviewing Candidate's documents and Onboarding forms.
- Ensure timely completion of the joining formalities for New Joiners.

Managing Client Onboardings.

- Induction Program
 - Maintain an attendance record of HR Induction, iEngage Induction & Timesheet Induction
 - Conducting Timesheet Induction for New Joiner according to Client Requirements.
- Arranging various Training Program for New Joiner.
- Payroll Process
 - Preparation of monthly Payroll Inputs for the New Joiners.
 - Co-ordinating with the new joiners to ensure completion of critical processes as investment declarations and submission of bank details within the defined time

Leave Management System (LMS)

- Maintaining Employees Leaves and Holiday Calendar Manually.

Updating Employee every month about their Availed and Balance Leave Balance.

- Grievance Management
- Handling employees concerns or queries on daily basis like One-On-One Connect, Via E-Mails and Routing them to respective Stakeholders.

Managing Various issues related to Onboarding, Leaves Policy, Timesheet Policy, FNF Process, Appraisal & Promotion Policy, Bench Policy, Medical Insurance Policy etc.

- Employee Engagement

- Conduction Various Festivals Events at Office Location.

Visit to Clients office for Employee Connect.

- Performance Management
- Issuing Best Achiever Certificates to Best Performer of Team every Quarter.
- Initiating Performance Improvement Plan for Non-Performing Employee.
- Conducting Review Meeting along with Manager and Employee and take necessary action when required.
- Appraisal Management
- Initiating Appraisal Process for Eligible Employee.
- Conducting Appraisal Review Meeting.

Issuing Appraisal Letter to Employee.

- FNF Process
- Approved Resignation in system and Initiation of Notice Period as per Policy.
- Coordinate with Finance team, IT Team and respective Client for Exit Clearance.

Issuing Relieving Letter and Experience Letter.

- MIS Reporting & Documentation
- Preparing Headcount Report, New Joiner Report, PF Report, Medical Report, Audits as per Client Requirements.
- Maintaining all Reports, Documents, file as per HR Records