

RESUME

Name : **Geeta Pardeshi**
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SUMMARY :

- Total 9+ years of experience in HR Generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
- Expertise in developing, recommending and implementing human resources strategies and policies in support of business objectives.
- Previously worked as a “Executive – HR & Admin” in Grupo Antolin India Pvt. Ltd. Ranjangaon MIDC, Tal-Shirur, Dist –Pune. who are manufacturers of Motor Vehicle Parts Industry, from 14th Feb 2019 to 30th Nov 2021.
- Worked as a “Executive - HR & Admin” in Varroc Polymers Pvt. Ltd. Ranjangaon MIDC, Tal – Shirur, Dist – Pune who are manufacturers of Manufacturing Automotive plastic Interior& Exterior , from 21th August 2015 to 10th June 2016.
- Worked as a “Executive -HR” in Rajdeep Buildcon Pvt .Ltd. Koregaon Park, Pune, who are in Constructions & Infrastructures, from 11th May 2009 to 5th March 2012.
- Worked as a “Assistant HR & Admin” in Swarovski India Pvt .Ltd. Ranjangaon MIDC, Tal – Shirur, Dist – Pune who are manufacturers of Artificial Jewelry by Pearls , Crystals , 1st April 2006 to 30th April 2009.

WORK EXPERIENCE

Company : Grupo Antolin India Pvt. Ltd.
Duration : 14th Feb 2019 to 30 th Nov 2021

About Organization :

Grupo Antiolin India Pvt. Ltd. Is an ISO/TS14001:2015 certified company awarded best performance in Quality by MAHINDRA & MAHINDRA. Manufacturing Head Liner, Sun visors, Window Regulator & Package Tray, Automotive Components supplying to Mahindra & Mahindra, Renault-Nissan, General Motor, Volkswagen, Toyota, TATA Motors, FIAT, GM VOLVO Eicher etc.

Responsibilities:

- Recruitment: Manpower Forecasting, Planning & Budgeting - Assisting to plan for Human Resource requirements as per the Annual Business Plan, market analysis & forecast with the help of concern business heads. Finalising the Annual Human Resource plan with a monthly & quarterly basis.
- Job Description –Draft the detailed description of job with concern departments head for every position with the required skills & experience required for the position.
- Sourcing – sourcing candidates having desired skills for the given job specification with the help of different tools/internal database.
- Screening and selection – conducting preliminary HR interview & select candidates on the basis of merit considering position requirements with the help of concern business heads.
- Negotiation & issuing offer letters – Finalise compensation & issuing offer letter to the
- Selected candidate. ▪ Follow Up – to do follow up with the candidate to ensure & confirm his joining on the specified date
- Completing the joining formalities & give induction training
- **Performance appraisal:**

- Preparing and updating performance appraisal report, To be conducted on yearly basis; finalising transfers, promotions, rewards and bonuses with the management. Conducting quarterly reviews.
- **Training and Development:**
 - Preparation of Training Calendar – collecting the duly filled Training Need Identification Form for all the employees working in the respective department from the concern head of the department. Review & consolidate all the data & prepare the Training Calendar for the year.
 - Implementing training programs - Providing high-level consultation to senior managers
 - Multiple training programs. Imparting various internal & external trainings with the help Internal & external trainers Maintain Individual Training Record for all employees as well as Training materials.
- **HRIS:** Maintain records and compile statistical reports concerning personnel-related data.
- Preparing all Monthly HRIS, HRMIS & weekly MIS Reports
- **Employee Welfare, Employee Engagement & Organisation Development** – Had done New Year, Christmas & various other celebrations. Celebrated Birthdays of Employees.
- Assisting the HOD in the activities related to HR Policy Preparation.

Company : Varroc Polymers Pvt.Ltd.
Duration : 21st August 2015 to 10th June 2017

About Organization :

Varroc Polymers Pvt.Ltd.is an ISO/TS16949:2002 Certified awarded best performance in Quality by MAHINDRA & MAHINDRA. Manufacturing Automotive plastic Interior& Exterior Components supplying to Mahindra & Mahindra, Mahindra Renault, General Motors, Volkswagen, Behr, Visteon, Renault-Nissan,& Lear as Tier Supplier, Active in three business, sectors : Electrical , Engineering, Polymer. In Polymer total 8 manufacturing plants all over India & operates @ Turnover of 200Billion USD, Pune plant is 22 injection Molding Machines ranging from 125T to 2005T capacity.

Responsibilities :

- Responsible for End-to-End Recruitment for different Departments.
- Post offer Joining formalities.
- Induction and Training to new joiners.
- Performance Appraisal and Management.
- Statutory Compliances. (PF, ESI, Labour Contract & Liaising.)
- Managing Time office function & update data in ERP payroll system (Salary & Wage administration, Leaves)
- Manpower planning & Competency Mapping.
- Involved in Training and Development.
- Responsible for handling day-to-day activities of HR Dept.
- Handling Grievance & Compensation Management.
- Help to Designing concrete plans for developing skill levels of employee's.
- Management of office and Administrative activities.
- Implementing new HR Strategy and process in the organization.
- Active involvement in the management activity.
- Arranging get to gather & functions for Employees.
- Preparations of MIS report and maintaining database.
- Taking care of employee's performance appraisals.

Company : Rajdeep Buildcon Pvt.Ltd.
Duration : 11th May 2009 to 5th March 2012

About Organization :

Raideep Buildcon Pvt.ltd.: Koregaon Park, Pune Rajdeep Buildcon Private Limited provides construction services. The Company constructs Bridges, Highways, Flyovers, Toll Plazas, Commercial Complexes, Industrial Infrastructure development. Rajdeep Buildcon serves customers in India. Rajdeep Group, incorporated in 1992, is a professionally managed company with diverse interests in Construction, Software

Solutions and Advertising. The company has carved a name for itself through its commitment to excellence, delivering quality work and a customer focused approach in its multiple business verticals Pan-India. "Best in Class" execution coupled with safe construction practices and an environment conscious approach. core strength lies in delivering quality work while ensuring timely completion of projects.

Responsibilities :

➤ Recruitment & Selection:

- Manpower planning for every Department includes End to End Recruitment process, completing joining formalities & give induction training.
- To draft the detailed job description for every position with the required skills & experience required for the position with help of concern department head.
- Using different portals for recruiting people (Domestic staffing) Like - Monster, Naukri, also by reference, Placement or Advertisement.
- Proactively searching for resumes by using the search functionality of job portal.
- Conducting preliminary HR interview & select candidates on the basis of merit considering position requirements with the help of concern business heads.
- Negotiation & issuing offer letters, Finalise compensation & issuing offer letter to the selected Candidate.
- Follow Up with the candidate to ensure & confirm his joining on the specified date. Completing the joining formalities & give induction training. Uniform form, Site Transfer form, travel arrangement (if required).

➤ Payroll Management :

- Maintenance of Time Management, Salary Breakups, Calculating OT, Incentives, Bonus.
- Ensure all inputs for salary are incorporated after validation and checks.
- Generate error free payroll using Saral Pay pack Software
- Ensure salary credits are done on the given working day of the month
- Checking of variance in payroll and ensure correction of the same.
- Ensure all salary related Provisions are sent to Finance Department.
- Monthly Salary Disbursement Statement.
- Maintenance of all Employee Personal files.
- Maintain monthly registers under various Act.
- Handling Petty cash for in house transactions.

➤ Statutory Compliances: Well verse with compliance under PF Act, ESIC act, Contractor Billing & Factory Acts.

➤ Disciplinary Actions: Taking actions like Show Cause, Warning and Termination, if required.

➤ Full & Final Settlement: Preparing Full & Final Settlements of Left Employees.

➤ Transportation: Managing & controlling all Transport activities.

➤ Canteen: Managing & Controlling all Canteen Administration.

➤ Contract Labour Management: Monitor & control to see that optimum labour force are deployed to meet the factory requirement.

➤ Office Administration: Overall administrative activities like security, housekeeping, printing & stationery, Communication devices & company vehicle.

Company : Swarovski India Pvt. Ltd.

Duration : 1st April 2006 to 30th April 2009

About Organization :

Swarovski India Pvt.ltd, MIDC Ranjangaon. Founder Daniel Swarovski's passion for innovation and design, and mastery of crystal cutting has defined Swarovski as the leading jewellery and accessories brand. Manufacturing artificial jewellery by pearls & crystals: necklaces, earrings, rings, and everything in-between with crystal designs that make a unique statement to jewellery designs. Upscale chain known for its crystal jewellery, watches, Christmas ornaments & home accents. Jewellery, Watches, Accessories & Decorations.

Responsibilities:

- Time Office: Maintaining Leave Cards & COFF Cards.
- Salary & Wage Administration: Preparing Salary & Wages of Company Employees as well as Contract Labours.
- HRIS: Preparing all Monthly HRIS, HRMIS & weekly MIS Reports
- Full & Final Settlement: Preparing Full & Final Settlements of Left Employees.
- Canteen: Managing & Controlling all Canteen Administration.
- Office Administration: Overall administrative activities like security, housekeeping, printing & stationery, communication devices & company vehicle.
- Performance Appraisal and Management.
- Active involvement in the management activity.

EDUCATIONAL DETAILS

Course Details	Year of Passing	Class Obtained
MPM	2009	Second Class
B.Com	2004	Second Class
HSC	2000	First Class
SSC	1998	Second Class

PERSONAL DETAILS

Date of Birth : 20TH Dec, 1982
Marital Status : Married