SHIVANI ASPAT

HR SUPERVISOR

CONTACT DETAILS

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ADDITIONALSKILLS

- 5years of SAP experience
- Span of control-726 Employees
- Team Handling
- Youngest HR at managerial level
- Appreciation for employee engagement activities

EXTRA CURRICULAR ACTIVITIES

- Coffee with HR
- Conducted Health Check Up Camp
- Road Safety Awareness campaign
- Sexual Harassment Awareness campaign
- Social Activity at old age home
- Training & Development

CAREER OBJECTIVE

To learn practical management skills, contribute to a growth oriented environment and become an asset for my workplace and to enhance the managerial decision making skills.

PROFESSIONALEXPERIENCE

Eureka Forbes Ltd, Pune

HR Recruiter July'15- June'17

- Design and update Job description
- Source potential candidates from various online channels, Job fair, Government institutes, colleges and various recruitment activities.
- Screening resumes and application forms
- Interview candidates
- Schedule interview with Business Leaders
- Completed Joining formalities
- Exit formatilies.

Eureka Forbes Ltd, Pune

Assistant Manager HR June'17-

Till date

Talent Acquisition

- Ensure the leadership positions across all sub-verticals are addressed time to time & operate at 100% throughout the year
- Constantly monitor L0 CSS / Circle Heads onroll , to ensure optimum onroll maintained throughout the year.
- Facilitate smooth transformation of existing CRC ops to SC Business Model as per timelines - Initiate discussion, issue of letters, review progress and convert on roll to SC's.

Performance Management System

- Monitor on roll CSS performance, Identify performance gaps and initiate corrective actions, including issuance of warning letters and weeding out non- performers below the performance bench-mark
- Monitor transition of Sales Associates to CSS P and CSS (P) to CSS (C) monthly.
- Quarterly reviewing and tracking performance of leaders L1 & L0 using evaluation metric | suggest corrective measure and support the low performers by working out MoU / issue PIP, Initiate personal connects.
- Proactively identify CSS, L1's for growth / up fitment | Conduct Assessment Centres and interviews to identify prospective candidates for growth and filling leadership vacancies.
- Ensure Regional assessment process being followed as per the norms

and standards.

EDUCATION

Pune University–Neville Wadia Institute of Management-Pune
MasterofPersonnelManagement-2015

Pune University– Neville Wadia Institute of Management – Pune
BachelorofBusinessAdministration

Maharashtra State Board–Pune
HigherSecondaryCertificate

Maharashtra State Board–Pune
SecondarySchoolCertificate

Organization Development & Employee Engagement Programs

- Ensure completion of Oriention program for the newly promoted Leaders
- To explain and hand over KPI's of newly promoted leaders post their promotion & to review their progress in their probation period
- Initiate employee connect pgm
- Ensure wellness of all employees specially at L0 level is monitored periodically and reported
- Ensure Engagement meetings with L0 & SA across all regions once a month
- Employees were connected at L0, L1 &SAlevels for engaging with them with on all useful EFL policies
- To learn, understand & workout method to address the attrition rate periodically, initiate corrective action based on learning from exit interviews
- Focus and carryout corporate the direction with regard to EFL Climate Barometer, ensure adherence.

Organization Development

- Maintain the cost of recruitment as per the standard across region.
- Monitor attendance and ensure L0 and L1 adheres to the standards of attendance marking, initiate action non adherence leaders and champs.

HR Administration & Statutory Compliance

- All hygiene standards are met at all CRCs
- All statutory compliances to be adhered in all CRC's
- Annual returns registration/ renewal of licenses are done on time.
- Adhere to TAT Matrix for all mandatory reports.