

MS. KIRAN KAKULITE

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 kirankakulite@gmail.com

 Pune, India

Dedicated and results-oriented HR Professional with a proven track record of effectively managing communication with employees, project deliverables, compliance management, hiring support, and administrative tasks. Committed to contributing expertise in HR and administrative functions, the goal is to support the organization's growth and success, all while upholding high standards of professionalism.

EXPERIENCE (6 YEARS)

Key Competencies Demonstrated

- **Active Communication:** Proficient in delivering clear and effective communication, both written and verbal, to employees, ensuring transparency and alignment with organizational objectives
- **Project Management:** Proven ability to manage HR projects, ensuring deadlines are met, and goals are achieved while maintaining a high level of organization and attention to detail
- **Compliance Expertise:** Demonstrated knowledge of labor laws and regulations, ensuring that the company's HR practices align with legal requirements, reducing potential risks
- **Recruitment Support:** Successfully supported the hiring process, from sourcing candidates to facilitating interviews, improving the efficiency of recruitment efforts and bringing top talent into the organization
- **Administrative Proficiency:** Maintained a well-organized and efficient HR office, handling administrative tasks with precision and providing employees with a reliable point of contact

Genus Breeding India Pvt Ltd | US MNC into animal genetics and catering to the Indian dairy market.

Human Resource Coordinator | Responsible for end-to-end HR processes to ensure a positive work environment and implementing strategic initiatives to foster a positive workplace culture by aligning with business objectives.

 03/2022 - Present  Pune, India

These are the key functional areas that I work on :

Employee Communication:

- Established and maintained effective lines of communication with employees
- Ensuring timely dissemination of important company updates, policies, and announcements
- Collaborated with department heads to create an engaging and informative internal newsletter, improving employee engagement and morale
- Conducted surveys to gather employee feedback, identified areas of improvement, and assisted in implementing changes to enhance the workplace environment

HR Project Deliverables:

- Assisted the HR team in managing various HR projects, including onboarding, training programs, and performance management initiatives
- Coordinated project timelines, tracked progress, and reported status updates to senior management, ensuring timely project delivery
- Developed and maintained project documentation, allowing for efficient tracking and knowledge sharing among team members

Compliance Management:

- Played a pivotal role in ensuring compliance with labor laws, company policies, and industry regulations
- Conducted regular audits of employee records, benefit programs, and company practices to identify and rectify compliance gaps
- Collaborated with legal counsel to draft, revise, and implement HR policies and procedures in accordance with legal requirements

Critical Hiring Support

- Assisted in the end-to-end recruitment process, from job posting to offer letters, and collaborated with hiring managers to ensure timely and quality hires
- Screened candidate resumes, conducted initial interviews, and managed candidate communication
- Maintained the applicant tracking system, ensuring accurate and up-to-date candidate data

Administrative Support

- Provided key administrative support to the HR department, including scheduling interviews, managing calendars, and preparing reports
 - Acted as the first point of contact for HR-related inquiries, resolving employee concerns, and directing issues to the appropriate HR personnel
 - Coordinated training sessions, workshops, and employee events, enhancing employee development and engagement
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Reliance Digital | Reliance Digital is one of the leading electronics retail chain, offering a wide range of consumer electronics and home appliances and known for its extensive product selection and customer-centric approach.

Human Resources Executive | managed end-to-end recruitment and onboarding processes.

📅 07/2019 - 10/2021 📍 Navi Mumbai, India

- Sourced, screened, and shortlisted resumes of candidates at various hierarchies through job portals.
 - Conducted salary negotiations and issued offer letters to selected candidates
 - Managed pre and post-joining onboarding formalities such as examining employee portals, and documents, and maintaining personal files. Utilized SAP software to handle employee database information
 - Conducted background verification of new employees in coordination with BGV Software
 - Created and organized the organizational structure using Visio Software and PowerPoint Presentation
 - Organized various cultural and engagement activities to enhance the mental well-being, loyalty, and job satisfaction of employees
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Paras Defence & Space Technologies | Is a cutting-edge aerospace and defense company, specializing in the design and development of advanced technologies for space and military applications. Renowned for innovation and precision.

Human Resources Executive | As HR Executive, managed end-to-end recruitment processes, conducted employee onboarding, and facilitated employee engagement initiatives.

📅 09/2018 - 05/2019 📍 Navi Mumbai, India

- Conducted recruitment and talent acquisition activities, including sourcing, screening, and shortlisting resumes, and utilizing various sources to facilitate hiring.
 - Managed salary negotiations and handled onboarding formalities, induction, and exit formalities, including conducting exit interviews, issuing relieving letters, and experience certificates.
 - Maintained employee personal files and records, communicated HR policies across the organization, and issued various letters.
 - Maintained the organizational structure and engaged employees by interacting with them weekly, arranging fun activities, organizing birthday celebrations, and being performer of the month.
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EDUCATION

Master of Business Administration Human Resource Management

Yashwantrao Chavan Maharashtra Open University

📅 2023 – Present 📍 Pune, India

Bachelor's in Business Management (CGPA-3/4)

St. Xavier's College

📅 07/2015 - 03/2018 📍 Mumbai, India

All India Senior School Certificate Examination (Percentile- 80%)

Kendriya Vidyalaya No. 2, Delhi-Affiliated to Central Board of Secondary Education

📅 04/2014 - 03/2015 📍 New Delhi, India

All India School Certificate Examination (CGPA- 9.3/10)

Kendriya Vidyalaya No. 2, Delhi-Affiliated to Central Board of Secondary Education

📅 04/2012 - 03/2013 📍 New Delhi, India

PROJECTS UNDERTAKEN (ACHIEVEMENTS)

Campus Recruitment

Effectively recruited and onboarded campus hires of Shivaji University, Kolhapur and managed their relocation facilities

Women Connect Platform

Implemented the Women Connect platform to promote the professional development and growth of women working within the organization

Rewards & Recognition System

Responsible for implementing and administering rewards and recognition platform to enhance productivity and growth

AWARDS

Genus Gold Award | Sept 2022 | The Best Employee of the Year

Genus Gold Award | Nov 2022 | Successful Campus Recruitment

Appreciation Award | July 2023 | Team Player

CERTIFICATION

Certified Yoga Trainer | Oct 2023

PERSONAL DETAILS

Date of Birth : 23 July 1996

Marital Status : Unmarried

LinkedIn : <https://www.linkedin.com/in/kiran-kakulite/>

Open for relocation