

SANKET SHAHA

Mobile: 08698248899 ~ E-Mail: sankets88@yahoo.co.in

Result-oriented professional, aiming senior level assignments in **Human Resource Management** with an organization of high repute

SUMMARY

Process-driven strategic thinker offering nearly 9+ years of experience in handling HR Functions, Recruitment, Performance Assessment, Employee Engagement and Administration. Possess a clear understanding of the industry HR trends with the distinction of instituting quality practices to achieve business excellence. Expertise in developing & integrating new employees, developing & retaining current employees and attracting highly skilled employees to work for the company. Capable of handling Employee Relations, Discipline Management, Manpower Planning and M.I.S Reports, etc.

Proficient in handling recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirement. Skilled in executing entire gamut of task in recruitment encompassing sourcing, screening, short-listing, selecting and appointing, etc. Skilled in motivating employee morale, controlling attrition and building committed teams. An effective communicator with exceptional interpersonal & relationship management skills and hands on experience in training and development of the subordinates.

ORGANIZATIONAL EXPERIENCE

1. HR & OD Consultant (Since December 2019)

Working as a HR & OD Consultant for the clients of AECS. Responsible for developing, deploying HR & Admin operational and strategic policies in the organization.

Key Result Areas:

- Responsible for understanding the organization & how the organization operates & what are the current challenges that are being faced by the organization
- Responsible for preparing Employee Policy Manual, educating all employees on the same
- Responsible for changing the image of HR department within the organization and in front of employees
- Responsible for setting up HR functions & department in the organization
- Responsible for developing, implementing and educating all the employees on the employee policy manual, code of conduct
- Introduced KRA & KPI review system and scientific method for doing Performance Appraisals
- Responsible for developing JD, KRA & KPI for all the roles across organization
- Responsible for creating HR & Administration departmental AOP (Budget)
- Managing the implementation of recruitment life-cycle after sourcing the best talent from diverse backgrounds including affirmative action
- Creating & maintaining a performance-oriented employee culture in the organization through implementation of performance management system
- Responsible for preparing the process documentation about working of HR & Admin Department

2. Current Organization: Chandukaka Saraf & Sons Pvt Ltd (July 2017 – November 2019)

Chandukaka Saraf & Sons Pvt Ltd is a 190-year-old organization in jewellery retail industry. Organization is one of the known names in households of Maharashtra as a jewellery brand. The current employee strength of the organization is around 1300+ employees & has a presence across all over Maharashtra.

Key Result Areas:

- Responsible for understanding the organization & how the organization operates & what are the current challenges that are being faced by the organization
- Responsible for preparing Employee Policy Manual, educating all employees on the same
- Responsible for changing the image of HR department within the organization and in front of employees
- Responsible for setting up HR functions & department in the organization
- Responsible for developing, implementing and educating all the employees on the employee policy manual, code of conduct
- Introduced KRA & KPI review system and scientific method for doing Performance Appraisals
- Responsible for developing JD, KRA & KPI for all the roles across organization

- Responsible for creating HR & Administration departmental AOP (Budget)
- Active team member for developing Vision, Mission and Value Statement of the organization & educating all the employees on the same and ensuring every employee walking towards the common goal
- Managing the implementation of recruitment life-cycle after sourcing the best talent from diverse backgrounds including affirmative action
- Responsible for implementation of HRMS software which is able to support employees in HR related activities, such as employee can apply leave via portal, employee can receive all the increment letters, pay slip, bonus letter, festival payout letter, promotion and transfer letter etc.
- Creating & maintaining a performance-oriented employee culture in the organization through implementation of performance management system
- Organized and Implemented Annual General Meeting for all the employees across the organization, to inform the working plan for the current Financial Year
- Responsible for preparing the process documentation about working of HR & Admin Department

3. JAPFA COMFEED INDIA PVT LTD. (January 2017 – June 2017)

Key Result Areas:

- Responsible for developing and implementing Employee Policies such Safety Policy, Recruitment & Selection Policy
- Responsible for implementation of HRMS software which is able to support employees in HR related activities, such as employee can apply leave via portal, employee can receive all the increment letters, pay slip, bonus letter, festival payout letter, promotion and transfer letter etc. The software will help employee in doing there PMS via portal itself
- Responsible for providing HR related data from various plant sites to the management (Production Data, Manpower Data etc.)

2. HR Anexi Pvt. Ltd., Pune as HR - Consultant (March 2012- December 2016)

Key Result Areas:

- Responsible for understanding the Organization & they organization operates & what are the current challenges that are being faced by the organization
- Auditing & reviewing workplace, employee a HR dept. and management policies/handbooks, designing, developing and implementing updated policies/handbooks
- Active team member for making Vision Statement of the organization & development of Competency Framework of the organization
- Managing the implementation of recruitment life-cycle after sourcing the best talent from diverse backgrounds including affirmative action
- Implementing recruiting program, including internet recruiting and developing pre-employment/post-offer background searches that helped to assure fit between candidates and jobs
- Established a New Hire On Boarding Program for all the clients
- Making Job Descriptions & Key Performance Indicators for all the roles identified in the organizations & aligning the same with the vision of the organization
- Developed a Performance Management System & a Performance Driven Culture in the organization
- Creating & maintaining a performance-oriented employee culture in the organization through implementation of performance management system
- Implementing the performance appraisal system for the company and coordinating the same with other line managers
- Developing the HR plans & policies in conjunction with the company's overall development plan
- Identifying training needs; developing training programs to ensure constant learning and development of employees
- Strategizing the long/short term directions by forecasting the future manpower requirement and designing the plans for acquiring the requisite skills and competencies
- Establishing timely communication programs to update employees, management, and field offices on company's new programs and changes
- Maintaining effective employee relations with staff across all hierarchical levels in the organization through career counseling, role enrichments, feedback sessions & disciplinary proceedings

Following is the list of Clients where I have handled the HR Functions & dealt with various HR related activities

- Pooja Castings Pvt. Ltd
- IAI JOINFLEX INDIA Pvt. Ltd
- PARI (Precision Automation & Robotics India) Ltd
- Taste'L Fine Food Pvt. Ltd

Achievements:

- Successfully recruited 9 personnel for 6 functions (HR, Purchase, Maintenance, Store, Design & Development & GTE's) through strategies such as CV sourcing through portals
- Played a vital role in implementing performance enhancement measures
- Ensured a good match of people to job roles through strategies such as devising and implementing effective selection systems, others
- Developed a skill matrix for the organization & mapped every individual on the basis of the various skill set required to perform that particular job& have also helped in developing competency matrix for each role
- Skillfully conducted various motivational activities for the employees
- Successfully handled entire HR department at 4 clients

EDUCATIONAL QUALIFICATIONS

- Post Graduate Program in Executive Leadership from Sadhana Centre for Management & Leadership Development, Pune in 2012 with 60%
- B.B.A. from Indira College Commerce, Pune University in 2009 with 61%
- XII from S.M.V. Junior College, Location: Pune, Board: Maharashtra State Board in 2006
- X from Modern High School, Location: Pune, Board: Maharashtra State Board in 2006 with 60%

INTERNSHIP

Project: Making of Compensation Policy and Policy Handbook

Company: KPIT Cummins

Duration: 2 Months

Description:

The project was about employment laws of different countries; the factors that a company considered before making a compensation policy of the business through study of a policy handbook.

IT SKILLS

- Conversant with MS-Office (Word, Excel, PowerPoint)

PERSONAL DETAILS

Date of Birth: 11th October, 1988

Permanent Address: Vitrag, Sector-24, Plot-6, Behind Nigdi Police Station, Nigdi, Pradhikaran, Pune-411044

Languages Known: English, Hindi and Marathi

Location Preference: Pune