

Radhika Shrivastav

“Salunke Bhavan”,

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**Currently locate at UAE (Bur Dubai)

Job Objective:

A resourceful and well-rounded team player who delivers results to enable organizational success.

Seeking a senior level HR role that will allow a strategic and versatile HR professional with 18+ years of diverse experience in Human Recourse Management and

Administration with the proven ability in:

Recruitment and Sourcing On Boarding and
Induction Administration, Employee Engagement, Training &
Development , Employee Recognition and Awards
Attendance tracking system and Payroll.
Staff welfare

Key Achievements:

- ☐ Successful Deployment of ERP based HRMS & Payroll module. For both Staff category & contract associates. And daily tracking on system data for any need of upgrading.
- ☐ Successful implemented Earn & learn Scheme in agreement with M/s Yashwantrao Chavan Institute - PUNE for Industrial training and recruited and monitored training completion per course syllabus for over 600 students.
- ☐ Recruited employees in various levels of the organization ranging from Managerial level to the associates / technicians.
- ☐ Successfully completed the procedures required for opening PAN Cards / Aadhaar Cards for MSSSL employees.
- ☐ Developed a questionnaire and conducted exams for analyzing skill / knowledge and experience of employees at MSSSL. Also monitored awareness on Quality policy and objectives to have 75% of employees above desired level in Quality Awareness Survey.
- ☐ Conducted various surveys as a part of Employee Engagement Activities such as Implementation of Uniforms and Annual Employee Satisfaction Survey and assessment of concern area's done,

assessment criteria's where rated as dissatisfied, further actions were taken with recommendation from Management. Also new initiatives to increase level of satisfaction.

- Maintaining/Managing floating Manpower and recruitments of associates within stipulated time at new set of MSSL.
- Successfully planned & implemented prospective action to attain 40% of ROCE (Return on Capital Employed) in 2018 w.r.t HR functions and achieved the same. And brought into practice to sustain the p 40% and monitored through Scorecard..
- Proposed Management for Integrated System Audit for EOHS (Environmental Management Systems EMS 14001: 2004 and Occupational Health and Safety Assessment Series OHSAS 18001: 2007.
- Successfully compliance and faced certification audit conducted by BUREAU VERITAS and Zero Non-conformity reported in EHS (ISO14001:2004 OHSAS) & ISO/IATF 16949 In BVC audit.
- Successfully organized and executed Employee Welfare Activities such as birthday parties, New Year Celebration, Poster Competition, Synergy Events, Talent Show, Annual Staff parties, Sports – Indoor & Outdoor, Eye Checkup camp etc.
- Active participation in Corporate Social Responsibility Activity such as Cleanup Campaign etc.
- Developing various report for Management which make it easy to make decisions regarding the current resources.
- Scheduling and co-coordinating employee communication forums: Transport Committee, Canteen Committee, and to prepare and maintain minutes of meetings.
- Identifying training needs technical/ behavioral / Safety / Systems / Job Specific and developing training programs to ensure constant learning and developments of employees to minimize competency / skill gap.
- Successfully participated in the Samvardhana Motherson Annual Quality Circle Convention with innovative projects on Quality Circle and our teams were adjudged two times as the winner and once as 2nd Runner up.
- Also motivated & coordinated with Quality Circle Teams to have new projects and participate in Quality Circle Forum of India, Pune Chapter and every year our team is been adjudged with Golden Awards.
- Maintain minimum Attrition Rate For Staff and Permanent Associates by providing the feedback to management of exit interviews through exit process data sheets.
- Successfully developed Suggestion Corner, Directing MSSL work culture towards employee involvement with the purpose of process improvements viz. Cost Saving, Delivery, Morale ,

EHS , Productivity, beneficial to both employees and organization. This scheme provides opportunity to every employee to contribute for overall improvement.

- Actively participated in Hazard Risk Identification & Analysis and Environmental Aspect & Impact Study to enhance effective safety measures and controls for zero accidents. Conducted Mock Drills half yearly considering different emergency situations viz Fire, Food Poisoning , Earthquake, Floods etc.

Personal Skills:

- Enjoy strong logical, analytical, communication and interpersonal skills,
- Work with Dedication and Determination.
- High – Energy work ethic and commitment to client service.
- Easily adaptable to any new technology with minimum training.
- Interested in learning new thing and in implementation.
- Ability to work individually, in-group.

□ Core Competencies

Responsible for all HR functions, including: Staffing, Training& development, Compensation & Benefits, Administration, Welfare Activities, and Performance Management.

Recruitment, Resourcing & Development.

Managing the entire recruitment life cycle (sourcing, screening, selection, hiring, negotiation & post offer follow up).Conducting technical and HR interviews, salary negotiations, antecedent verifications managing pre-joining& post-joining formalities – issuance of offer letter & scrutinizing the relevant personal records , induction training, etc.

Maintaining personal files of employee with precise information's pertaining to each event of the employee.

Personnel Administration &Payroll Management:-

Monitoring and updating employee attendance record though Attendance System, Smooth processing of payroll and verifying the authenticity. Ensuring timely & accurate earnings & deductions like DA, PF, PT, LWF, Insurance, House Loans, and Bonus etc. Confirmation, Transfer Process, Resignation, Full & Final Settlement, Separation Process, Exit Interviews, Internship Program etc.

Training & Development:

Training Need Identification / Analysis, Skill gaps / Skill Matrix Analysis, Trainer's Analysis, Co-ordination with Corporate Training Center, Cost Analysis, Training Calendar – Yearly & Monthly Execution, Training Records, Effectiveness of Training, etc.

Employee Engagement:-

Develop and implement new engagement Activities like: Tetanus Vaccine during Monsoon, health checkups, Sports Events, Suggestion Schemes, Quality Circles, Monthly Communiqués.

Employee Birth Day Bash, Farewells, Dusherra Celebration, Safety Week celebration, Recognition Awards and Events, Staff Welcome initiatives etc.

Performance Management:-

Ensuring that the Performance Management System is adhered to as per the corporate guidelines.

Facilitating information related to performance management process to the respective Process Owner's.

Preparation and submission of status report to Corporate HR of the performance review process. Guiding the employees in filling-up the work plan and ensuring that all the employees fill-up their performance review forms & individual development plan and submit in time for annual review. Aligning KRA's of every department & employees and reviewing the same with Functional Heads.

Formulating and implementing increment, incentive and other remuneration policies.

☐ Career Highlights

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| <input type="checkbox"/> Motherson Sumi Systems Ltd. Marunji, Pune | Nov' 2000 ~ till date |
| Currently Designated as Deputy Manager - HR | |
| <input type="checkbox"/> M.P. Enterprises as Associate | Oct' 1997 ~ Oct' 2000 |
| <input type="checkbox"/> Dhasmesh Trading Company as Clerk | Jan' 1997 ~ Oct' 1997 |
| <input type="checkbox"/> New Sanghvi High School as Teacher | Jun' 1996 ~ Dec' 1996 (Primary School) |

☐ Academic Highlights

2009 ~2011 PGDBM + MBA from MIT institute, Pune.

2004 ~2005 B.A. from Kalinga University, Raipur

1996 ~ 1997 H.S.C from Acharya Shri D.B. Dadawala Junior College. Pune March

1995 S. S.C from St.Joseph Convent Girls High School , Pune.

☐ Personal Information

Date of Birth : 22nd December 1977

Languages Known : English, Hindi, Marathi& Telugu.

Marital Status : Married

Passport Number : B9422427 (Date of Expiry - 10/01/2034)

Date : 23rd Feb' 2024

Radhika Shrivastav