



PRANIL GILDA

SR. HR MANAGER

9+ YEARS IN
MANUFACTURING AND
RETAIL INDUSTRY

CONTACT

Mobile No. - +91-9172669660

Email ID Pranilgilda8@gmail.com

Address - Pune - MS

LinkedIn -

[www.linkedin.com/in/pranil-gilda-](https://www.linkedin.com/in/pranil-gilda-074886340)

074886340

ABOUT ME

- A dynamic HR professional with over 9 years of diverse experience in both manufacturing and retail sectors. Proven expertise in end-to-end HR operations including recruitment, compliance, performance management, and employee engagement. Currently serving as Senior HR Manager in a retail chain, successfully adapting and leading HR practices for a fast-paced, customer-centric business. Committed to aligning people strategies with business goals and driving organizational success.

SR. HR MANAGER (SHRIMUKTAI MART PVT LTD)

Baramati (Pune-MS) - OCT-2024 TO PRESENT

ACHIEVEMENTS

- Standardized recruitment SOPs across 15+ retail outlets
- Rolled out early departure and late punch rules for all store staff, ensuring better attendance compliance.
- Drafted and implemented 5+ new HR policies related to sales incentives and employee facilities, enhancing employee engagement and operational efficiency.
- Took complete ownership of HR function as part of a startup setup; built HR systems, policies, and processes from scratch to support scalable business growth.

KEY RESPONSIBILITIES

- Spearheading end-to-end HR operations for multiple retail stores including recruitment, onboarding, training, and compliance.
- Designing and implementing retail staff training programs focusing on customer service, sales techniques, and grooming standards.
- Ensuring daily attendance tracking, biometric integration, and managing shift schedules for store staff.
- Facilitating payroll processing and statutory compliance including PF, ESIC, gratuity, and bonus across all store locations.
- Leading monthly store-wise performance reviews and coordinating appraisals with store managers.
- Conducting exit interviews and managing smooth full and final settlements.
- Developing and executing employee engagement initiatives to improve retention in a high attrition environment.
- Coordinating with retail operations and area managers to align HR practices with sales targets and store performance.

SKILLS

- Recruitment Strategies
- Onboarding Formalities
- Attendance Management
- Payroll Administration
- HR Information Systems (HRIS) Management
- Statutory Compliance Management
- Negotiation Skills
- Team Leadership
- Problem-solving Abilities
- Labor Law
- Cost Analysis and Reporting
- Multi Location HR OPR.
- Award And Recognition
- Appraisal
- Performance Management
- Policy Drafting
- Policy Implementation
- Grievance Handling
- Exit Formalities

TECHNICAL SKILL

- Microsoft Office
- Auto-Cad
- POWER BI Basic

PLANT HR MANAGER (IB GROUP – ABIS EXPORT I PVT LTD) Palsana (Sikar - RJ) – Mar-2023 TO Sep-2024

PLANT HR MANAGER (OMSAIRAM STEELS ALLOYS PVT LTD) Jalna (MS) – Sep-2016 TO Aug-2022

KEY RESPONSIBILITIES

- Managed the full employee lifecycle from recruitment to exit for factory workforce and Executive like white collar, Blue Collar as well Senior level Employees
- Coordinated with line managers for manpower planning and handled contract labour management.
- Ensured strict adherence to labour laws including Factories Act, CLRA, Bonus Act, Gratuity Act, and other compliance.
- Maintained statutory registers and returns (wages, muster rolls, etc.) for government audits and inspections.
- Led daily morning meetings (DRM), and facilitated grievance redressal forums.
- Administered attendance systems, shift scheduling, leave policies, and overtime calculation.
- Executed payroll management, salary disbursement, and managed TDS, PF/ESIC submissions.
- Oversaw employee welfare measures, canteen management, uniforms, ID cards, and hostel administration.
- Designed and tracked employee training and skill-building programs at the plant level.
- Company Guest House Management
- Handled disciplinary actions, show-cause notices, and internal inquiries in coordination with legal.

EDUCATION

- **Diploma in Human Resource Management**
- **PG In Event Management**
- **Diploma Interior Designing**

PERSONAL DETAILS

- Date of Birth - 27th March,1992
- Nationality - INDIAN
- Linguistic Abilities - Hindi, English, Marwari, and Marathi
- Driving License - Valid INDIAN driving license

- Passport

- W2470471 (Valid Up to 2032)