

Mrs. Nilam Shinde

ADDRESS & CONTACT DETAILS

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SUMMARY

- A dynamic professional with 10 years of experience in handling Entire Gamut of HR & Employee Relations which includes Hiring candidates, **Training**, Payroll in **SPINE**, Designing Policies, Employee Engagement and Welfare, Statutory Compliance etc.
- Recruitment vendor Management pertaining to liasioning, getting competitive price, Monitoring Contractual Agreements, Renewals of agreements.
- Streamlining HR Department & shaping up HR team members through mentoring.
- Worked in diversified sectors such as Manufacturing and Export business, SPA & Wellness, Import & Trading
- MBA in Human Resource Management from Sikkim Manipal University (Distance Education – Oct 2016)
- Diploma Degree in Training & Development (2019) from INDIAN SOCIETY FOR TRAINING AND DEVELOPMENT - Recognised By Ministry Of HRD, Govt. Of India

PROFESSIONAL EXPERIENCE

Tenure	Company Name	Designation
August 2020 till date	Muraspec Distributors India Pvt Ltd – Vile Parle (E), Mumbai.	Human Resource Manager
February 2015 – July 2020	Sohum Wellness Ltd. - Andheri (W), Mumbai. www.sohumspas.com	Sr. Human Resource - Generalist
June 2014- February 2015	Auro Gold Jewellery Pvt. Ltd. Lower Parel, Mumbai	Human Resource Executive
May 2013- February 2014	Axis Bank Limited. Worli, Mumbai	Front Office Executive

CORE COMPETENCY

1. Recruitment Selection & On Boarding:

- Manpower planning & sourcing profiles from various sources like referral, job portals (Naukri, Linked In, Monster, Times job, Indeed), Social Networking sites etc.
- Making offers after reference and background checks, joining formalities, developing Induction training program for new joinee,

2. HR Operations

- To ensure that Offer Letter & Appointment Letters are issued in time.
- Maintaining Employee Files in Line with the Company policies and procedures that contain complete record of employee lifecycle, pertaining to transfer, termination, increment, employment contract etc.
- Timely Assessment of performance of Probationers for Confirmation/Extension of probation & releasing communication related to Transfers, Promotions etc.

- Maintaining HR database & various trackers in accurate & up to date manner.
- 3. New System and Policies**
- Defining Plans, policies and procedures for gather operational efficiency and employee development.
 - Developing / Updating and implementing compensation plans, rewards & recognition scheme, HR policies and communicating them across the organization at all level.
- 4. Performance & Appraisal**
- Develop KRA's, KPI's with the help of HOD's & ensure effective communication of the same to the employees.
 - Develop formats/ systems that measure the performance against KRA's.
 - Conducting Annual performance appraisal, Determination of Performance bonus, confirmation, promotion and increments, rewards and recognition.
 - Design PIP (Performance Improvement Plan) in co-ordination with HOD for average performance and below performance & arranging for required training/ mentoring as per requirements
 - Maintaining company competencies at all levels and ensure effective utilization of the competencies and desired behaviours
- 5. Training & Development**
- Identification of Training Needs, designing Training Calendar & arranging for the Trainings
 - Maintaining Training Records & Training Feedback forms of trainings
 - Coordinating for various trainings like ISO-OHSAS trainings, Fire & Safety Training, Mock drills, product trainings & various other departmental trainings, need based trainings etc.
- 6. Attendance & Payroll**
- To develop CTC, CCA, Conveyance, Reimbursement (Petrol, Mobile, Travel, Hotel Stay etc.) Slab Structures for Various Grades of Employees.
 - Managing attendance & leave records of almost around 200 plus Employees & processing Salary in SPINE.
- 7. Employee Engagement, Attrition & Welfare**
- Ensure smooth processing of Medclaim & making sure that employee gets all possible benefits out of it.
 - Recreational activities, HR cell, Disciplinary procedures, Grievances handling.
 - Maintaining data of attrition & making various reports that can be used to take initiatives towards retention.
- 8. Statutory Compliances**
- Attending inspection done by inspectors & labour officers & responsible for various statutory communications.
 - Successfully implemented provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013"
 - To prepare for various internal and external audits under ISO and its effective execution.

9. Separation

- Exit Formality- & conducting exit interview of the resignees, recording of attrition & taking preventive measures.
- Terminations and retirements.
- Exit interviews & Full & final settlements.
- Compiling Exit interview data to acquire better initiatives pertaining to recruitment, induction, remuneration, career development of Employee etc.

NOTABLE ACHIEVEMENTS

- Designed & implemented various policies such as Employee Referral Scheme, Buddy Program, Sexual Harassment Policy, Reimbursement Policy, Leave Policy etc.
- Successfully covered all employees under Group Mediclaim Policy within limited budget.
- Manpower Planning & successful hiring for grand project like Sohum Spa at International Airport Terminal-2 Mumbai, Palace On Wheels, Angriya Cruise and also for new spa projects at various hotels.
- Successfully planed & executed Technical training for more than 400 fresher over a span of 5 years – Sohum Wellness Ltd

EDUCATIONAL QUALIFICATIONS

Year	Course	Institute	University	Percentage
2008	SSC	Gloria Convent High School (Mumbai)	Maharashtra Board	76%
2010	HSC	Gloria Convent High School (Mumbai)	Maharashtra Board	79.83%
2013	Graduation in Bachelor of Commerce	R.A. Podar Collge of Commerce & Economics (Mumbai)	Mumbai	68.74%
2014-2016	Post-Graduation in MBA (Human Resource Management)	Sikkim Manipal University (Distance Education)	Sikkim Manipal University	B Grade

PERSONAL DETAILS

- **Date of Birth:** 24th November, 1992
- **Marital Status:** Married
- **Gender:** Female
- **Permanent Address:** Shree Vighnaharta CHSL, Building 1-D/17th Floor/Flat No.1703, New Hind Mill Mhada Sankul, Rambhau Bhogle Marg, Mazgaon, Mumbai 400010
- **Language Proficiency:** Can Read Write & Speak- English, Marathi & Hindi.
- **IT & computer Skill:** MS-Office, SPINE, Internet.

I hereby declare that the above stated information provided by me is true to the best of my knowledge. Mrs. Nilam Shinde

Date: