



## Nilesch Alone

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### Talent Acquisition, HRBP, Operations & Training Management

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A Human Resources Professional with 14+ years of total experience. With a demonstrated history of working in the human resources. Talent Acquisition, Recruitment, Third party vendor management, compliances. Seeking a position to utilize my skills and abilities in the organization that offers professional growth while being resourceful, innovative & flexible. To work in a competitive and challenging environment that effectively utilizes my analytical, interpersonal, organizational, leadership and Research skills towards the success of organization goal by utilizing my knowledge and experience gained through various exposures.

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#### Work Experiences :

##### 1. Position : Talent Acquisition Lead

Jan 2022 – July 2022

**meesho**

- Captured talents for both volume and lateral hiring.
  - Assisted in building HR Policies, strategy and practices.
  - Regular monitoring of Headcount & Workforce planning for business team.
  - Onboarding formalities for new joiners , Induction & Training.
  - Planned employee engagement programs to ring fence employees and reduce attrition rate.
  - Worked on attrition control, hiring strategy development, exit interviews.
  - Managed 60+ Stakeholder/vendors.
  - Successfully Managed escalation/grievances anything came across my inbox.
  - Partnered with business managers and other support functions to maintain a highly motivated and engaged workforce on ground.
  - Provide MIS support for Attrition analysis, includes- analysing Exit interviews, observe trends and highlight important aspects, prepared and published dashboards.
  - Look after business teams are running with sufficient size.
  - Handled Team of recruiters being part of West Zone & its Grooming, Training & Mentoring.
  - Good experience of looking after existing business cities and launching of new cities in terms of expansion.
  - Third party Vendor Management, to give complete understanding of JD to them, ensure company is getting good talent as required, get positions closed prior deadline.
  - For volume Discuss with the business to determine staffing needs in different locations across territory.
  - Employee's grievance handling.
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## 2. Position : Manager HR & Admin

Jan 2021 – Nov 2021

### Supreme Bituchem Ind Pvt LTD



- Ensure timely recruitment on PAN India level.
  - Keep Business, Technical and non technical teams with sufficient size.
  - Induction, on boarding, training, joining and exit formalities.
  - Keeping track of all activities in HR and act as point of contact.
  - Pay roll management & Compliances (PF, ESI etc.).
  - Keep Factory insurances, Vehicle insurances, Transit insurances up to date.
  - Resolve day to day queries of employees.
  - Conducted Training arrangement & Audit.
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## 3. Executive Management Assistant (Recruitment & Task)

2019-2021

### Confidence Petroleum India Pvt Ltd

- Ensure and audit recruitment requirements placed by different departments.
  - Update management regarding Recruitment and HR team.
  - Assist Management for effective compliance.
  - Keep track of all tasks assigned by Chief Managing Director to Business team.
  - Track task completion and productivity of various business teams and report CMD.
  - Liaison with Distributors.
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## 4. Asstt. Manager HR/Training and Liaisoning

2017-2019



- Look after end to end Recruitment cycle.
  - Hiring of tech team, trainers and training teams.
  - Liaison with [fssai](#) and state FDA for training in CG, MP & MH State.
  - Keep track on training teams, schedule trainings and get them completed in concerned city.
  - Ensure issuance of certificates to all food business operators from [fssai](#)
  - Leave approvals, record management, escalation redressals.
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## 5. Sr. Assistant (Establishment/Employment)

2007-2017

### Railway Mail Services, Dept. of Post, Government of India.

- Handled departmental recruitment, Outsourced staff employment for Railway Mail Services for Vidarbha Region Maharashtra.

- Leave record maintenance, Payroll management and statutory compliances and exit formalities.
  - Wages fixation as per labour laws guidelines.
  - Maintain administrative correspondence of different administrative branches and life cycle of outsourced staff.
  - Audit for manpower justification in different wings.
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### Academic Qualification

- **PG Diploma in Human Resources Development**  
Nagpur University 2010
- **Bachelor of Arts-Economics & English Literature**  
Nagpur University 2006
- **HSSC**  
Nagpur Divisional Board 2002

### Professional Skills

**Recruiting** | **Talent acquisition** | **HRBP** | **Third-**  
**Party Vendor Management** | **Volume hiring** | **Strategic**  
**Human Resource Planning**

### Other Skills

- Good hand on advance excel & MS Office
- Excellent communication skill.
- Good negotiation skill.
- Positive thinker.
- Result oriented.

Yours Sincerely

***Nilesh Alone***