

Email ID:

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Permanent Address:

**Kendriya Vihar, Sector-11,
Kharghar-Navi Mumbai-
410210**

Personal Data:

Date of Birth: 12/08/1994

Gender:Female

Nationality: INDIAN

Marital Status: Unmarried

Languages Known:

English, Hindi, Marathi

Interests:

Interacting with new people
and acquiring knowledge,
Cooking, Travelling, Exploring
new things.

KIRTI DEVNATH TIWARI

CAREER OBJECTIVE

Seeking for a challenging and responsible position in an esteemed Organization; wherein I can prove my expertise in relative work areas by applying educational knowledge, core technical skills to strive for the growth of an organization and self through consistent learning and endeavour towards implementation of new techniques.

ACADEMIC QUALIFICATIONS

DEGREE	BOARD/ UNIVERSITY	YEAR	PERCENTAGE
MASTER IN MANAGEMENT STUDIES (HR)	MUMBAI UNIVERSITY	2017-2019	‘B+’ GRADE
MCOM	MUMBAI UNIVERSITY	2015-2017	‘B’ GRADE
BCOM	MUMBAI UNIVERSITY	2012-2015	‘B’ GRADE
HSC	CBSE	2012	68%
SSC	CBSE	2010	75%

WORK EXPERIENCE

1. Hind Rectifiers Ltd. – MUMBAI

Designation: Sr.Executive-HR

Duration: July 2022 till date

2. Electronics Devices Worldwide PVT.LTD – MUMBAI

Designation: Executive-HR

Duration: January 2019’ to June 2022.

3. Aditya Birla fashion & Retail (Pantaloon) - MUMBAI

Designation: Management Trainee -Hr

Duration: May 2018- June 2018

4. Neugene International Inc.- MUMBAI

Designation: Hr Executive.

Duration : September 2017- February 2017

Overview of my Experience:

Recruitment and selection process

- Coordination with different departments for their specific requisitions.
- Sourcing of candidates through Job Portals (Consultants, if required) & conducting preliminary telephonic screening of the candidates.
- Coordination with the shortlisted candidates for the final interviews (Also Conduct final HR interviews depending on the positions).
- Development of the final compensation, issuing the offer letter & ensuring the joining formalities for the selected candidate(s).
- Development of the Induction schedule for the new joiners.

Performance Management

- Facilitating Performance Management across all levels in the organization. Responsible for management and evaluation of PMS cycle for various Management levels.
- Initiating and coordinating for annual performance appraisal at all locations to ensure timely completion of process.
- Conducting bimonthly reviews of all the new joiners.
- Writing KRA's & Goal Settings of every employee at the onset of the year
- Facilitating Performance Review of each employee during midterm and annual appraisals. .
- Consolidate statement with salary recommendations for each employee with percentage and sent to HOD for final approval and execution.
- Calculate annual performance pay (bonus) on the merit ratings received to each employee.

Payroll and Statutory Compliance.

- Work closely with the Pay Roll / Finance department in maintaining the H.R / Pay Roll system(Saral Paypack-300employee pan india).
- Responsible for Time and Attendance (Leave Management).
- Ensuring of timely delivery of payroll input on a monthly basis.
- **Handling PF withdrawal and transfer cases.**
- Calculating Full and Final Settlement.

Employee Relation

- Organizing events by involving employee participation.
- Actively involved in the employee related issues and ensure that these issues are resolved properly in a fair manner keeping the interest of the organization.
- Conducting Exit interviews
- Providing help desk to employees for resolving their grievances.
- Maintenance and updation of personal files and stationery

Training and Development

- Developing effective training programs in conjunction with other departments in the company.
- Organizing and conducting induction training sessions for all new employees
- Appointing and monitoring external training organization for specialist training courses

HR Operations

- Ensuring timely attendance inputs with zero error
- Ensuring flawless exit
- To guide resigned employees on PF withdrawal, if required
- Ensure all employees are insured in all the benefit schemes
- Employee grievance
- Employee verification
- Disciplinary

Office administration

- Vendor Management.
- Facilities Management.
- AMC Contacts Managements.
- Asset/Facility Management
- Handling Housekeeping Staff
- Office Maintenance.