



# MANJU SUTHAR

Human Resources Operations

## PROFILE

Experienced **Human Resources** professional with proven experience in HR talent and acquisition, HR operations and coordination, HR business partnering. Keen to execute my knowledge and skill set in a multi-dimensional organization with a mindset of helping the employees and management.

## CONTACT

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## SKILLS

**MS Excel (Advance), MS Word and MS Power-point**

**Ability to Work effectively with HR Staff and others**

**Presentation/Public Speaking**

**Communication (written and verbal)**

## ACADEMIA TIMELINE

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**Master's Degree (Pursuing)**  
**(Welingkar Institute of Management)**  
MBA In Human Resources  
**2023 To Continue.**

**Post Graduation Degree**  
**(Maharaja Sayajirao University-Vadodara)**  
Post Graduation Diploma in Business Administrative  
**Year 2015 to 2016**

**Graduation**  
**(Mumbai University)**  
Bachelor of Commerce  
**Year 2012 to 2014**

**Vakil Model High School**  
**(Maharashtra Board)**  
**Year 2010**

## WORK EXPOSURE

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### Padams Group

**HR Executive (2018 to 2022)**  
**Assistant Manager Human Resources (2023 to Continue)**  
December-03-2018–Present

### **HR Operations/Statutory Compliances**

- Grievance Handling and People Management
- BOCW and CLRA Statutory Compliance Handled All Pan India.
- Design and Assist the HR Team in the education and training of vendors and the HR organization on Regulatory and Compliance issues.
- In Labor Laws PF, ESIC, PT Working on Monthly Basis.
- Labors Details Maintain In Bio-Metric Tools.
- Maintain Attendance and CL Data Details More then 1000 employees.
- Working with Labor and & Employment Counsel to Proactively identify regulatory changes and recommending necessary policy, process, practice or training changes/ needs to ensure Compliance.

## Awards & Recognition

### Good Personality Award

**Two Time Promotion In Year 2023 as a time Management skill and hard working**

- Maintains Compliance With 1-9 Records and E- Verification requirements, Ensures Paper Documentation is sorted, Alphabetized and Filed for Immediate Retrieval.
- Performs Regularly Scheduled work Authorization Expiration Audits.
- Manages the process for creating and Maintaining Human Resources Standard Operating Procedures. Coordinates the Committee efforts for creation, edits and approval of procedures. Maintains the site for Communication SOP Information Appropriately.
- Responsible for Preparing and Analyzing metrics and reporting pf data for HR Processes.
- Participate in Conducting Compliance Related Fact-Finding Investigations.
- Conduct Compliance training and Re- Training With Vendors
- Induction and documentation
- Background verification checks
- Attrition Analysis - Team wise, yearly and monthly.
- HRIS – management(employee data, payroll, benefits, attendance tracking)
- Managing employee life cycle.
- Planning strategic HR initiatives -salary structure planning and revision based on market standard.
- POSH(prevention of sexual harassment) – code and conduct along with spreading awareness.
- PMS(performance management systems)- performance evaluation monthly, planning Corrective Action Plans/ Performance Improvement Plans with respect to company goals.
- Attrition Control and Forecast- Internal Attrition, Voluntary resignation, Involuntary resignations.
- Policy – Formulating and enforcing.

### Employee Relations

- Talent Management
- Employee Engagement- people connect, fun activities, appraisals, rewards and recognitions, retention, bonus planning, events, and Confirmations/Probation.

## Galaxy Technologies

### HR Recruiter

June 2016 To November 2018

- **Talent and Acquisition**- sourcing screening through various platforms, helping the candidates throughout the interview process.
  - **Interview Alignment**
  - **Dashboard formalities**
  - **Mass hiring**
  - **Offer Sharing**
  - **Salary Negotiations**
  - **End to End recruitment**- from hiring till onboarding.
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