

LAVINA PUNJABI

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SUMMARY

- ☛ An experienced HR professional with more than 15 years of work experience in industries like, Real Estate, Hospitals, Healthcare, Pharma, E-Commerce, Finance, Outsourcing, etc.
- ☛ A result driven professional with experience in Talent Acquisition, Employee Engagement Employee Life Cycle Management, Employee Welfare, Salary Processing, Income Tax Declaration, Induction, Joining & Exit Formalities and Leave Data Management, HR Budgeting, HR Audits, HR Analysis, HR Reports framing, etc
- ☛ Hands on experience of Success Factors & SAP (End User : From Creation of Manpower Requisition to Exits)
- ☛ Knowledge of Compensation & Benefits
- ☛ Ability to work in a complex challenging and sensitive environment with strong communication and negotiation skills and effective Team Player

OBJECTIVE

As an experienced HR professional, I would like to utilize my earlier experience and knowledge in HR field by contributing to the progress and advancement of the organization which in turn leads to my career enhancement.

PROFESSIONAL EXPERIENCE

Indian Film Combine Pvt. Ltd. – a subsidiary of Reliance Industries Ltd. | Mumbai, India, *Sr. Manager HR, (Sep 22 – till date)*

- ☞ Working as a partner with the business unit to understand the business strategy and manpower requirement to ensure timely acquisition of talent with utmost emphasis on quality of hire.
- ☞ Manage the complete recruitment life-cycle from sourcing to onboarding for all lateral & Leadership roles
- ☞ Manpower planning & budgeting for various Positions based on the competency & experiences.
- ☞ Creating and maintaining the Organization Charts
- ☞ Effective closure of performance management for biannual and annual reviews.
- ☞ Perform orientations and update records of new staff.
- ☞ Manage the organization's employee database and prepare reports.
- ☞ Manage day-to-day office operations; oversee and coordinate overall activities and provide administrative support to the city leadership.
- ☞ Manage all Leave & Attendance Requirements.
- ☞ Liaison all statutory compliances with the 3rd party vendor.
- ☞ Plan and execute various activities for retention and engagement of employees.
- ☞ Proactively communicate policies and process to employees
- ☞ Effectively and efficiently resolve queries and concerns of employees of the respective vertical/process.
- ☞ Produce and submit reports on general HR activity.

Kalpataru Ltd | Mumbai, India, *Manager HR, (Feb 19 – Aug 22)*

- ☞ Working as a partner with the business unit to understand the business strategy and manpower requirement to ensure timely acquisition of talent with utmost emphasis on quality of hire.
- ☞ Manage the complete recruitment life-cycle from sourcing to onboarding for all lateral & Leadership roles. (Working on Success Factors software, from Manpower Requisition to Exits)
- ☞ Manpower planning & budgeting for various Positions based on the competency & experiences.
- ☞ Creating and maintaining the Organisation Charts
- ☞ Create awareness and generate high responses for midyear review & annual performance reviews. Help the employees with their goal setting, KRA's and KPI's
- ☞ Facilitating 'Performance Dialogue' between Appraiser & Manager for effective feedback
- ☞ Steering the talent review of succession planning, performance potential matrix, identification of key people on 9 box matrix etc.
- ☞ By associating with L&D team, driving L & D Programs & employee engagement activities.
- ☞ Conducting Exit interview, Issuing Exp letter, Relieving letter, Following of F&F settlement, closing personal file with the necessary data entering into system.

Hiranandani Communities | Mumbai, India, *Assistant Manager, (Mar 16 – Feb 19)*

- ☞ Managing the end to end PAN India resource requirement for Hiranandani Group (majorly for Real Estate. Also for Hospital, Solar Power division and Hotel)
- ☞ Worked on Sales Hiring assignments for APAC & Middle East team set up
- ☞ Working closely with line managers to map right fitment.
- ☞ Strategically meeting the tight manpower deadlines.
- ☞ Identifying sources for tapping prospective candidates
- ☞ Shelling out resumes against different requirements, checking them against different specifications by the Business Heads such as skill set, salary range, relocation, work authorization etc.
- ☞ Seek candidates' reference those who already joined or in the process, to connect passive candidates.
- ☞ Regular interaction with the candidate on feedback, extending clarity on role/organization, salary negotiations and on reliving with the current employer till on boarding.
- ☞ Proactively managing employee engagement activities
- ☞ Database Management
- ☞ HR Analysis
- ☞ HR Policy reframing

TinyOwl Technology Pvt. Ltd | Mumbai, India, *Talent Acquisition Executive, (Feb 15 – Mar 16)*

- ☞ Spearheading lateral hiring for all support & technical functions at PAN India level.
- ☞ Leading campus placements for both Technical and Non-Technical positions
- ☞ Specialized in recruiting across different functions and levels for niche and senior level positions.
- ☞ Responsible for full life cycle recruiting including JD preparation, phone screening, video conference interviews, skills assessment, interviewing, negotiating salaries, extending offers and closing the positions
- ☞ Regular meetings with the Business Heads to manage expectations with deliverable as well as finding effective ways to attract the best talent
- ☞ Channel Management – hiring from a mix of different sourcing channels like employee referrals, internal job postings, job portals, networking, scheduled recruitment drives and general walk-ins.
- ☞ Designed and developed hiring process documents, streamlining hiring processes to enhance quality, recommending possible approaches for quick turnaround time.

Soverign Corporate Advisory | Mumbai, India, *Talent Acquisition Executive, (July 14 – Jan 15)*

- ☞ Handling clientele requirement for right manpower for industries like, Pharma, Healthcare, Hospitals, Financial sector, etc.
- ☞ Sourcing & Screening profiles through Job Portals, Job posting, mass mailers, References, databases according to the client requirements.
- ☞ Short listing & Scheduling the candidates as per the requirements of various parameters like education, experience, technical skills, communication skills, compensation, assignments to be handled etc. through initial round of interviews.
- ☞ Building and maintaining database of contacts and resumes and other such info.

Aegis Ltd - An ESSAR Enterprise | Mumbai, India, *HR Process Associate, (Jan 10 – July 14)*

- ☞ Responsible for talent acquisition through systematic conducting of selection processes
- ☞ Assist in execution of laid down Induction Process and joining formalities after selection of candidates.
- ☞ Help improvise actionable and decision driving management information like, HR & Payroll reports framing, HR Analysis, develop & maintain dashboards.
- ☞ Ensure data is available in user friendly, secure, accurate and well presentable manner.
- ☞ Effectively communicate and implement HR Policies, processes and Guidelines to all Employees.
- ☞ Employee Life cycle Management in SAP (Hiring, transfers, promotions, F&F settlements updates)
- ☞ Liaise with Payroll Department to provide correct employee information and Salary Processing
- ☞ Responsible for Master Data Management, Leave Management & Employee Welfare Management.
- ☞ Arranging different employee engagement events.

ACADEMIC QUALIFICATION

**Prin. L. N. Welingkar Institute of Management Research & Development, Mumbai
(Maharashtra), India**

Post Graduation - August 2014

☞ Masters of Business Administration (M.B.A. in Human Resources Development Management)

Smt. Chandibai Himatmal Mansukhani College, Ulhasnagar (Maharashtra), India

Graduation – August 2009

☞ Bachelor of Management Studies (B.M.S.)

SKILLS AND INTERESTS

☞ **Technical:** *Microsoft Office Suite, SAP – HR/R3 AND FICO, Success Factors*

☞ **Languages:** *English, Hindi, Sindhi and Marathi*

☞ **Personal: D.O.B:** 10th February '89

☞ **Passport No:** V7274676