

Heena Sharma

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JOB OBJECTIVE

A dedicated professional with proficiency in mastering HR situations, highly knowledgeable in a wide variety of professional disciplines and an expert at implementing employee welfare policies; targeting senior level assignments in **HRM** with a reputed organisation.

PROFILE SUMMARY

- A vibrant performance-driven professional **nearly 8 years of combined expertise in Strategic HR operations with key focus on profitability & optimal utilization of resources.**
- **Strategy architect credited with implementation of innovative path-breaking HR initiatives** to streamline processes and capitalize on organizational growth opportunities.
- **A thinker, problem solver and decision maker** who balances needs of employees with the organizational mandate.
- Proficient in **spearheading talent acquisition & employee relation activities** and setting priorities for improving the competence of the workforce.
- **Outstandingly successful in managing end-to-end HR processes at different levels** in a matrix structure and ensuring risk & compliance for the business.
- Skilled in implementing PMS across various levels to substantiate performance appraisal linked to reward & recognition programs / employee satisfaction survey:
 - Resolving all the queries related with salary slips, leaves, attendance & reimbursements
 - Processing & disbursing payroll & reimbursement (like salary, leave encashment, incentive, advances, and other aspects).
 - Maintaining & tracking attendance, leave & lop for all levels of employees as per HR Leave Policy
- A forward-thinking person with excellent communication, analytical & time management skills; exceptionally well organized with a track record that demonstrates self-motivation & creativity to achieve corporate & personal goals.

CORE COMPETENCIES

~Disciplinary Actions and Grievance Handling
~New Employee Deployment & On-boarding
~Payroll Management

~HRM
~Induction & Orientation
~Performance Appraisal

~Employee Relations & Welfare
~Training & Development
~Employee Leave Management

ORGANISATIONAL EXPERIENCE

Since June' 19- till date

ElasticRun, Pune as Manager - HR

- Managing the entire onboarding to Retire cycle of end-to-end HR Functions with HR processes and procedures.
- Implemented HR systems from scratch in start-up to large conglomerate driving entire HR Operations. Focusing on automation, reducing manual dependency.
- Focusing on Employee Engagement for productivity enhancement. Going beyond simple recreational activities and fun celebrations, aiming at overall constructive engagement and heightened dynamics fueling motivation. Bringing new ideas & innovation on table contributing to business growth & sustainability.
- Collaborate with leadership and display skills in formulation of strategies by facilitating defining Business competencies and further relating them to team and individual level. Anticipating challenges, drafting processes and monitoring metrics / mechanisms for optimum productivity and organizational effectiveness.
- Leveraging HR Analytics for descriptive, diagnostic, prescriptive, cognitive analysis fueling decision making. Very close eye on problem identification, design thinking, brainstorming, and problem solving with promptness.
- Ensured stringent background verification process is implemented across all organizations for each new joining employee.
- Handling ticketing tool portal for employee grievances and resolving them within the TAT.
- Centrally managing the HR operations and lifecycle which includes Probation confirmations, Mid probation, FTC extension, Internal career mobility, Transfer cases, BGV (Current employee and ex-employee), etc.

Since April' 15- Oct 17 (2.6 years)

Klouddata Pvt Ltd, Pune as Associate Manager – HR

Organization has financial crisis and also took maternity break.

Role:

- Handling team of 3 people with all HR Generalist activity for Pune, Mumbai, and Nagpur locations.
- Relationship building through continuous periodic interactions.
- Planning & Coordinating for various employee engagement activities like team outings, various internal activities etc.
- Ensure required company branding takes place, to attract candidates.
- Exit analysis and improvements & ensure smooth employee exit formalities.
- Ensure smooth operations of the organization which would benefit all stake holders – through HR ticketing tool.
- Team Management, Clients & Vendors by being a HR Business partner.
- Policy Formulation and Process.
- Induction and orientation of new employees.
- Handled the monthly attendance records & data for computing the salaries of employees and forwarding it to the Finance Department monthly for salary processing.
- Taking care of Grievances related to salary deduction / Income tax deduction / Flexipay.
- Taking 1:1 and team meeting of employees every quarter.
- Handling all rewards, Best performer of the month.
- Performance appraisal: -
 - a) Taking care of 1 year appraisal
 - b) Mid -year review
 - c) Annual performance through portal
 - d) Involved in the discussion wherever needed and solving queries related to AAS
- Attrition Analysis and taking care of retention.

Highlights: -

- Promoted from Executive to Associate Manager
- Rewarded with Klouddiee of the month award
- Winner of Design thinking competition held across location i.e., Mumbai, Pune, Nagpur, USA
- Pivotal in streamlining HR related processes through measures such as process automation
- Recipient of various appreciations during my tenure.
- Processed the employment U.S / Bangladesh / Singapore visas for new recruits by ensuring that all documents were correct as per nationality ratio, availability of quota

Apr'13-Dec'13 (8 months)

I -TECH MEDIA PVT LTD, Mumbai., as HR & Admin

Need to shift the location due to marriage.

Role:

- Sourced the candidates through job portals, employee references and internal job postings
- Developed offer letter for selected candidates and provided appointment letter on submission of all mandatory documents by the candidates
- Collected all required documents from new joining and maintained employee personal file to maintain the record
- Handled the monthly attendance records & data for computing the salaries of employees
- Forwarded the payroll data to the Finance Department monthly for salary processing
- Ensured employee welfare and handbooks for employee reference
- Ensured on time service assistance to company in co-ordination with technical team

Highlights:

- Conducted various recruitment drives & campus drives to meet the requirement base

Dec '11 – April'13 (1.4 years) NETESoft INDIA LTD, Mahape (US Based IT Company), Mumbai as HR Executive

Organization wanted to focus ONLY @ USA. Hence need to find another opportunity.

Role:

- Sourced the candidates through job portals, employee references and internal job postings
- Developed offer letter for selected candidates and provided appointment letter on submission of all mandatory documents by the candidates
- Collected all required documents from new joining and maintained employee personal file to maintain the record
- Handled the monthly attendance records & data for computing the salaries of employees
- Forwarded the payroll data to the Finance Department on a monthly basis for salary processing
- Ensured employee welfare and handbooks for employee reference
- Ensured on time service assistance to company in co-ordination with technical team
- Ensuring employee engagement activities.

Dec '11 – April'13 (1.4 years) INFOVISION HR CONSULTING SRVICES PVT LTD. Mumbai as HR Recruiter

- Screened and shortlisted profiles as per the requirement; negotiated on salaries and finalized as per the requirement
- Interacted with clients daily to share updates on the status of resources as well as on new requirements
- Monitored the online applications and regularly added profiles to source database by online search, networking, head hunting and referrals

EDUCATION

- Post-Graduation Diploma in Business Administration, Welingkar college 2011-13
- Bachelor of Commerce from ICL college, Navi Mumbai (Mumbai University) 2008
- 12th from ICL College, Navi Mumbai (Maharashtra Board), 2005
- 10th from Navi Mumbai High School, Navi Mumbai (Maharashtra Board), 2003

IT SKILLS

- MS Office and Internet Applications
- Ascent payroll end user

PERSONAL DETAILS

Languages Known: English, Hindi and Marathi