

Resume Prachi Jagavkar

Manager-People First

Dynamic & Resourceful Human Resources Professional with more than 10 years of experience ensuring smooth and efficient HR operations.

Key Skills:

Approachable, Integrity, Strategic Thinker, Empathetic, Strong Believer of hiring on positive attitude with skills, Motivator, Strong knowledge of HR principles and practices

Profile Summary-

An experienced HR Manager with more than 10 years of experience in managing human resources. Proficient in managing HR functions including recruitment, onboarding, performance management, benefits administration, and employee relations. Demonstrated expertise in developing and implementing HR policies and procedures, training and development programs, and HR technology systems. Skilled in managing and leading a team of HR professionals to deliver effective HR solutions and support to the organization.

Work Experience

Manager-People First (handling team size of 2 with emp strength of 100 pan India)

Nov 2015–Till Date (joined as Sr. Executive HR in yr 2015)

Xceed Toolings Pvt. Ltd (Xcut Technologies)

Key Responsibilities

- Overseeing a human resources department of 3 team members and their various functions.
- Effectively liaising between senior management and employees to maintain and improve company-employee relations.
- Develop and implement HR strategies and policies to attract, retain, and develop top talent
- HR Policies and strategies formulation and implementation
- Manage full-cycle recruitment process including job postings, sourcing, interviewing, and selection
- Conduct onboarding and orientation for new hires to ensure smooth integration into the company
- Develop and implement performance management programs to improve employee productivity and engagement
- Handle employee relations issues and provide guidance and support to employees and managers
- Manage HR technology systems including HRIS, payroll systems, and performance management software and employee engagement
- Training & manpower planning & budgeting
- Ensuring compliance of company directives
- Hr analytics
- Reporting and business partnering with senior management on HR metrics and trends.

Key Achievements

- Awarded as “The 2023 Change Agent of the Year”
- Implemented successful and fair PMS process with clearly measurable KRAs & KPIs across organization.

Human Resources Specialist

June 2013–Oct 2015

Ira Global School (Cambridge University)

Key Responsibilities

- **Has set up entire HR Dept in the organization from scratch.**
- Prepared and updated employment records, including pension plans, compensation packages, benefits, disciplinary behaviour, and disputes.
- Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests.
- Mentored new recruits, provided onboarding seminars, and conducted group and individual training sessions.

Human Resources Executive

July 2009 – Oct 2011

AB Mauri India Pvt.Ltd.

Key Responsibilities

- **HR Advice and Management Support:** As required from time to time, policies, procedures and systems for HR Management should operate effectively in Regional office. Ethics and code of conduct to be followed and issues to be raised with next level of authority - in sensitive cases to HR Manager of ABMI. Quality and timeliness of all functions to meet management's requirement. No unresolved HR issues should exist that impede achievement of business and team objectives.
- **Training Coordination:** As required from time to time and in coordination with designated HR Support Coordinator
- **Recruitment and Staffing Assistant:** Timeliness of response to support organizing of interviews for candidates etc.
- **Administrative Functions:** These include Housekeeping supervision, contractors payments, security management, consumables management, purchases, provision of drinking water, tea / coffee, all meeting arrangements, guest relations etc.
- **Commercial Responsibilities:** Effectively implement all actions relating to commercial transactions as per the guidelines issues by the region head / sales head in accordance with the rules and regulations of the company from time to time which includes export documentation and accounts support.

Human Resources & Administrative Executive

Feb 2007 – June 2009

Panacea Biotec Ltd.

Key Responsibilities

- Reporting to Manger Human resources and assisting in recruitments, filtering of CVs and taking initial round of interview.

- Working in an administration dept. with Mumbai R&D Centre of Panacea Biotec Ltd.
- This includes taking care of all administrative activities such as Housekeeping, Stationary, Co-ordinating meetings, Travel bookings, Car arrangements, Taking care of canteen ext.
- Extensively working on SAP.
- Receive and document materials requirement.
- Floating of inquiries for procurement with the supplier.
- Preparing comparative statement of offers received.
- Finalizing supplier in consultation with superior.
- Liaison with finalized supplier and follow up of timely receipt of material.
- Develop alternate vendor for critical material.
- Process all the invoices for payment by preparing GRNs including service invoices.
- Take care of inward and outward movement of material.
- Handling EPABX System i.e. answering calls, providing caller the right information required, transferring them to concerned person.
- Responsible for the co-ordination from Mahape to other locations of Panacea Biotec. Also responsible for conference calls both within and outside panacea Biotec Ltd.
- In charge of maintaining attendance register of the employees.
- Looking after walk in candidates, clients or visitors. Also in charge of reception area pantry.
- Taking care of Inward and Outward couriers.
- Managing reception area and ensure it is clean at all the times through housekeeping.

Education

MBA in Human Resource Management

Alagappa University

Graduation: 2015

Graduated from Mumbai University

VG Vaze College-Mulund

Graduation: 2002

Certifications

- Certification in HR Business Partner
- Certification in HR Analytics
- Certification in Power BI

Languages:

English, Hindi, Marathi

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Date of Birth: 26th Nov 1981