

**PROFILE SUMMARY**

An Engineering Graduate armed with Masters in Business Administration, specialized in Human Resource Management. Having Technical Experience in Engineering Industry as also functional HR experience in Manufacturing & Distribution Company at Site & at Corporate office. Seeking opportunities in Human Resource Management with Organizations enabling Learning and Grooming.

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**KEY SKILLS**

- Performance Management Systems
  - Assessment of Training Needs
  - Recruitment
  - Onboarding and Induction Process
  - Employee Engagement and Related Activities
  - Handling Media and Corporate Communication pertaining to HR
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**WORK EXPERIENCE (POST MBA)****October 2018 – till date****Prakash Chemicals Agencies Pvt. Ltd.****Asst. Manager - HR**

Reporting to Managing Director, the assignment had following key responsibilities:

- To be part of the Apex Team & responsible for Strategizing & Executing the Transformation Journey of the organization by translating the business needs into HR initiatives.
- Management Representative for Implementation of ISO 9001:2015 version Certification.
- Talent Acquisition & Talent Management.
- Active role in the Performance Management System by being part of Quarterly Balance Score Card Performance Reviews.
- Identification of Training Needs with execution & evaluation of the same.
- Consistent & accurate Payroll Disbursement with record keeping & compliances to all statutory requirements such as PF, ESIC, Gratuity etc.
- Handling Corporate events & Employee Engagement Activities.
- Key role in HR Policy Formation & Modification.
- CSR Initiatives & General Administration

**March 2017 – April 2018****Huhtamaki PPL Ltd.****Executive Officer- HR**

- Formulate and Implement Training and Development programs and structure and run them best on individual and business training needs involving tools like Competency Mapping, Skill Gap Analysis and subsequent Audits.
- Recruitment of new employees through area colleges & job portals.
- Handling most of non-IR activities to include Onboarding Formalities and Separations.
- Conduct Employee Engagement Activities including Surveys & Employee Communication strategies.

## **WORK EXPERIENCE (POST Engineering)**

**June 2014 – July 2015**

**Softusvista Inc.**

**Search Engine Optimization Engineer**

Roles & Responsibilities:

- Member of the Talent Acquisition team & carried out recruitment drives in office & on college campus.
- Responsible for Search Engine Optimization of websites with respect to content generation using various tools like Google Analytics, Google Trends, Google Keyword Tool etc.

**Feb 2013 – May 2013**

**Star Engineers (I) Pvt. Ltd.**

**Graduate Engineer Trainee – Quality Department**

A small tenure involving inspection of Product Quality & generation of relevant Documentation.

**July 2012 – Dec 2012**

**Switch Build Engineers (I) Pvt. Ltd.**

**Technical Assistant – Design Department**

A tenure of 6 months involving designing of Control Panel Boards using AutoCAD software.

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## **MBA INTERNSHIP**

**June 2016 – July 2016**

**TATA Toyo Radiator Ltd.**

- Hands on exposure in coordination for Recruitment drives in office and Onboarding and Induction Process of new employees.
- Contributed to CSR & Employee Engagement activities.

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## **EDUCATION**

Master in Business Administration (2015 – 2017)

Specialization : Human Resource Management | Final Grade : 8.6 GPA

Bachelor of Engineering (2008 – 2012)

Specialization : Electrical | Final Percentage : 74.26%

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## **ACHIEVEMENTS**

- Received SPOT Award at Prakash Chemicals Agencies Pvt. Ltd. for effective execution of Employee Engagement Activities
- Represented Star Engineers (I) Pvt. Ltd. at the Bajaj Auto Vendors Association's KAIZEN Competition.
- Captained college Volleyball team & secured 3<sup>rd</sup> best speaker award at Debate Competition organized by Indira College of Commerce & Science, amongst 128 participants.

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## **PROFICIENCIES – LANGUAGES AND OTHERS**

- German : Basic
- English : Fluent
- Microsoft Office, AutoCAD, Saral Paypack S/w
- Hindi : Fluent
- Marathi : Mother Tongue

**Gauri Jeevan Jadhav**  
**Vadodara**