



# POOJA WAZE

## HUMAN RESOURCE MANAGER

### CONTACT

**P** +91 9930503047  
**E** poojawaze@gmail.com  
**A** Viajy Nagri annex, Waghbill,  
Ghodbunder road, Thane (W)  
400615

### EDUCATION

**Diploma in labour laws &  
statutory compliance for HR  
2023**

**MBA (Human Resources)  
2012-2014**

**Preventions of sexual  
Harassment at workplace (POSH)  
2013-2014**

**Bachelor of commerce (B.com)  
2010-2012**

## PROFESSIONAL SUMMARY

I am a human resource professional with over three years of responsible and progressive experience in human resource management, as well as a MBA in Human Resources and Marketing. My professional background encompasses overseeing the entire employee life cycle, revenue analysis, strategic program management, training and employee development, resource and budget forecasting, grievance management, organizational development and employee relations, rewards and recognition for enhancement of organizational effectiveness.

## EXPERIENCE

### Finplan Edu

**Human Resource Manager - July 2022- till date**

- End to end Employee life cycle management
- Talent management,
- Employee onboarding,
- Payroll magment,
- Establishing reporting standards

### Shamen Group

**Human Resource (Generalist) - Nov 2021 to June 2022**

- Payroll management,
- Talent acquisition,
- Policy framework and implementation,
- Manpower budgeting,

## SKILLS

Human resource management	
Employee engagment	
Performance Management	
Payroll mangment	
Communication skills	
Data Literacy & reporting skills	
Digital Skills	