

# Ajinkya Dhole

Pune, Maharashtra

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An astute professional over 11+ years of valuable experience in Recruitment and Selection, Talent Management, Performance Management, HR Operations, End to End Payroll Processing, Legal Compliance, HR Strategy Planning & Execution, Employee Engagement, Training & Development and People Management

## Work Experience

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### **Manager / HR Head**

June Software Pvt Ltd

January 2014 to Present

Talent, Learning & OD Lead

- People Leader Role of managing 8 professionals
- Responsible for Talent Management of 500+ employees including Talent Assessment, Succession Planning, Critical Talent mapping, Career Planning & Talent Development initiatives
- End-to-end Functional & Behavioral Training design and delivery from Training Need Identification, Training vendor selection and driving business ownership of the Learning agenda
- Driving Employee Engagement by designing and deploying relevant and timely OD initiatives basis finding from Internal Engagement Survey and Leader / Employee connects
- Owning all Internal communication touch points including product launches, customer initiatives soft-launch, town halls, employee newsletter and other modes of communication to drive Employee Net Promoter score
- Driving entire gamut of Reward & Recognition activities

#### > HR Operations Manager

- Business Partnering: Working with Functional Leaders on building a high performance culture and organization effectiveness. Key contributor in redesign of sales organization in line with revenue potential
- Compensation & Benefits: End to end responsibility of Monthly payroll processing, Annual Salary Revisions, Benefits Management
- Sales Performance Management: Worked closely with Sales team to drive performance, manage incentives and payout
- Performance Management: End to end responsibility of Annual and Mid-year performance management cycle, Probation Assessment, PIP Management
- Employee Life cycle management: Joining Processes, Transfer Management, HR Process & Policy Management, Exit & Off boarding
- Manpower Planning and Budgeting and Rolling forecast budgeting
- Employee Relationship Management
- HR Analytics in line with key business indicators
- HR Policy governance and compliance

#### > Talent Acquisition

- Work with internal teams, bulk hiring, campus recruitment. and MIS
- Develop recruitment strategy, which include job posting optimization, recruiting marketing channel development, job board, procurement, , comprehensive recruitment campaign planning, talent planning, etc
- Identify future talent needs and proactively recruiting and sourcing; develop talent pool or social engagements.
- Provide recruitment counsel and guidance to hiring managers and HR professionals with hiring and employment data. May develop specialized or competitive intelligence and research in regards to talent development or retention.
- Use social media, job boards, Internet sourcing, and other technical means to source candidates for open jobs.

> MIS and HRMS

- Member in executing the HRMS and migration of data into HR Systems.
- Handle all kinds of HR MIS reports like HC Report, Attrition trends, Recruitment MIS and HR Action Report card and Dashboard.

### **Sr. HRBP Specialist**

Softenger India Pvt Ltd - Chennai, Tamil Nadu

February 2011 to January 2014

As a part of HR team extensively worked on HR related policies and processes along with employee engagement programs at Softenger India Pvt Ltd. Implemented and oversee human resources polices and activities for the organization. Policies and activities included employee relations, compensation, performance management, employee training and development, rewards and recognition systems, and government compliance, HR operations, and employee engagement. Work closely with the management in an effort to develop departmental goals, objectives, and systems that correspond with the organizational strategy. Interact with employees on a regular and continuous basis answering questions, solving problems, facilitating meeting/discussions, and providing consultative advice.

- Researched and recommended new plans and renegotiated existing plans to contain costs
- Delivered sessions addressing benefit and procedural changes
- Extensively worked on complete employee lifecycle including Payroll and Audit. Resolve payroll related issues including severance, commission, car allowance, transfer, merit, and market adjustment payments
- Assist HR Manager in determining the Human Resources strategy
- Extensively worked on Management reports, Headcount, Attrition Analysis, Policies and processes Management
- Manage employee relations by standardizing processes, ensuring legal compliance leveraging employee abilities and managing risk effectively
- Analyze trends in turnover, hiring, promotions, separations and grievances to determine support or action needed to adjust unfavorable trends
- Processed all Budget Allocation related programs and Monitored throughout the process
- Closely worked with the corporate team as a regional focal to drive employee related activities. Extensively worked on employee engagement programs such as long term service awards, employee rewards and recognition programs
- Provide consulting to Business leaders/managers on HR related issues
- Implement HR strategy, AOP and create work plans using best practices to promote business goals
- Promote people manager's skills, performance enhancement and professional development

- Advice managers & employees on employee experience issues. Sense organization climate to focus on areas of intervention and support
- Perform Organizational analysis and implement change management programs driven from business needs and challenges
- Define learning & development programs for managerial and professional capabilities. Support managers with preparing and implementing communication plans

### **HR Executive**

June Software Pvt Ltd

May 2010 to February 2011

- Understanding the various business requirements and managing it
- Screening / Short listing of resumes & Conducting Interviews - telephonic interviews, aptitude test and one on one interviews.
- Managing pre joining formalities, documentation and induction
- Closing positions within the defined turnaround time and as per defined requirements
- Working with partners in conducting and organizing Recruitment Blitz and Assessment Cycle

### Education

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#### **PGDBM in Finance**

Pune University - Pune, Maharashtra

May 2012

#### **MPM**

Pune University - Pune, Maharashtra

May 2010

#### **B.COM**

H.V.Desai College - Pune, Maharashtra

June 2008

### Skills / IT Skills

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- HR Business Partnering Talent Management Performance Management HR Operations Compensation & Benefits Organization Design Employee Engagement Learning & Development Stakeholder Management Project Management