

# Kinnari Virola

## HR Manager

### OBJECTIVE

Forward-thinking individual with refined interpersonal and multitasking skills. Seeking to join a progressive organization as an HR to provide high end administrative support to the company.

### ADDRESS

Mumbai, 400034, India.

### PHONE

+91 9867633934

### EMAIL

virolakinnari@gmail.com

### BIRTHDATE

1st June, 1995

### LANGUAGES

HINDI  
ENGLISH  
MARATHI  
GUJARATI

### KEY SKILLS

Performance Management  
Employee Recruitment & Retention  
Employee Relation & Conflict Resolution  
Talent Acquisition Strategies  
Strong Interpersonal Communication Skills  
HRIS system & Microsoft Office

### EXPERIENCE

#### FEBRUARY 2021-PRESENT

##### HR MANAGER at Dhirendra Group of Company, Mumbai.

- Screening, scheduling & interviewing potential candidates.
- Maintaining a smooth pre and on boarding process.
- Maintaining Employee Manpower report.
- Maintaining entire life cycle of any employee from joining to exit.
- Employee welfare & Employee relation related activities.
- Managing MIS, preparation of HR reports as and when required by Management.
- Responsible for drafting and issuing all types of letters related to employees.
- Updating HR policies timely in discussion with Management as and when required.
- Handling workplace investigations, disciplinary, and termination procedures.
- Maintaining employee and workplace privacy.
- Handling Employee Queries & Grievances.
- Employee engagement activities.
- Engaging in Event/Team building activities.
- Maintaining Attendance, Leave records, Payroll management.
- Looking after Company's work culture and promote Company's reputation as "best place to work in the industry".
- Ensuring Health & Safety of all Employees.

#### DECEMBER 2019-JANUARY 2021

##### HR EXECUTIVE at Planfirma Technologies Pvt Ltd, Mumbai.

- Maintained a database of all the employees information internally like sick leave, holiday leave, etc and ensure they are updated and secured.
- Prepared and amended where necessary HR documents, such as employment contract and recruitment guides or any recruitment updates.
- Supported the HR manager in providing comprehensive HR services to employees and line managers.
- Helped and Prepared the payrolls monthly.
- Updated and maintained employee records on HRIS.
- Organized and maintained personnel records.
- Developed and Implemented new HR policies and procedures.

HR Policy Development  
Effective Time Management  
Compliance & Employment Law  
Effective Listening skills

- Coordinated with the candidates and scheduled appointments and meetings, as necessary.
- Participated in HR projects such as preparing a presentation on employee motivation and importance of mental health, developed programs to engage employees and fair events.

## **COURSES**

CIPD HR Certified, Salford, U.K.

August 2019.

SCRUM Fundamental Certified,  
Mumbai, India.

March 2020.

### **JANUARY 2019-JUNE 2019**

#### **HR INTERNSHIP at Manchester United Football Club, MUFC, Manchester.**

- Updated company databases by inputting new employee contact information and employment details.
- Screened potential employees' resumes and applications forms to identify suitable candidates to fill company job vacancies.
- Performed HR staff activity in collating market salary information.
- Responded to staff inquiries regarding HR policies and employee benefits.
- Managed staffing and on boarding for administrative, customer service, sales, and warehousing personnel.
- Managed in maintaining employees appraisal.

### **JUNE 2018-DECEMBER 2018**

#### **OFFICE EXECUTIVE at Hospitality Management,**

Maintained office services by organizing office operations procedures. Ensured laptops, monitors, phones, Internet access and other devices are set up and activated for all employees and visitors at all times. Organized staff meetings and updated calendars. Supported management by performing various presentations as required.

## **QUALIFICATION**

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### **Msc.Human Resource Management & Development.**

University of Salford, Manchester, U.K.

### **Bachelor's in Business Management Studies.**

SNDT University, Mumbai, India.