

# Akanksha SURYAWANSHI

Navi Mumbai, Maharashtra 400706

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## Work Experience

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### **HR Executive**

Big Basket TATA Enterprises - Navi Mumbai, Maharashtra

April 2022 to August 2022

Job Role:

- ❖ Managed all Human Resources functions in a 500+employee in one of the largest online grocery super market in India. Handled oversight, payroll processing, interviewing, and documentation
- ❖ Ensuring new joiners are effectively inducted (induction process) for off roll employees (Picker, Associates, Bikers)
- ❖ Managing On-boarding formalities and documentation
- ❖ Managing the employee helpdesk by reverting within TAT to queries
- ❖ Managing employee grievances
- ❖ Ensuring that all HR processes are compliant with Audit requirements
- ❖ Responsible for generation of accurate employee-related reports for review
- ❖ Have experiences in handling Payroll
- ❖ Timely delivery of the various HR dashboards, including analysis like attrition, absenteeism, headcount reporting, productivity, etc.
- ❖ Implementing innovative ideas to control absenteeism, attrition and employee grievance, POSH Training
- ❖ Effectively manage all the Reward & Recognition program and employee engagement at assigned locations
- ❖ Handling the employee separation process (off-boarding formalities, termination, team transfers and entity transfers)

### **HR Executive**

Dolphin International - Mumbai, Maharashtra

September 2019 to March 2022

Job Role:

- ❖ Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- ❖ Conducting telephone and Personal interviews in coordination with departmental heads.
- ❖ Preparing offer letter, employment contract and job descriptions, completing joining Formalities.
- ❖ Maintaining employees' personal files and records, communicating HR policies & across the organization at all levels.
- ❖ Handling the employee separation process (off-boarding formalities, termination, team transfers and entity transfers)
- ❖ Processing monthly attendance muster for workers, trainees & officers.
- ❖ Tracking attendance, maintaining leave records, PF records, issue letters, etc.

- ❖ Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- ❖ Keeping track of Confirmation, Appraisals, and Increments of employees.
- ❖ Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter.
- ❖ Renewal of AMC's, calling for Servicing of Computers, AC's, etc., Monitoring Housekeeping and Security Staff.

## **HR Executive**

Nexify Business Solutions - Navi Mumbai, Maharashtra

February 2018 to August 2019

HR-Search and Staffing

Job Role:

- ❖ Communicate with clients to get a clear view on their hiring needs and organizational goals
- ❖ Research into clients company; communicate with clients to determine their hiring needs
- ❖ Research into competitors and market place; define job description and document specifications
- ❖ Create a candidate persona for each open position; conduct confidential interviews
- ❖ Follow-up references and check credits; present shortlisted candidates
- ❖ Present detailed candidate profile summaries; build long-term client relationships
- ❖ Research and develop recruiting leads; develop a sustainable candidate lead strategy
- ❖ To maintain an accurate and up-to-date database in order to produce reports and analysis of recruitment activity.

## Education

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### **Bachelor of Management in Karmaveer Bhaurao**

Patil college - Navi Mumbai, Maharashtra

August 2012 to 2015

## Skills / IT Skills

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- Human resources
- Communication skills
- Human resources management
- Workforce management
- Training & development
- administration
- policy implementer
- posh
- Time & attendance systems
- On boarding process
- Talent acquisition