

Antara Abhishek Shirodkar

PROFESSIONAL SYNOPSIS

- A dynamic professional with **8+ years** of experience in the Manufacturing and service sector as a HR Generalist/HR operation.
- Proficiency in/experience using HR Information Systems (SPINE)
- Handled Entire employee Life Cycle management (HR Operations), joining to Exit, and Retrial Benefits.
- Expertise in the formulation of rules & policies, Employees grievances, employees engagement activities.
- Knowledge have PMS, Statutory compliances, ISO Audit, Training & Development.
- Handled HRIS, Attendance & Leave Management, Payroll, Recruitment.

ORGANISATIONAL EXPERIENCE

Assistant Manager – HR

(From Oct 2023 to till date)

Shiv-Shakti Process Equipment Pvt. Ltd. (Manufacturing Company)

- ❖ Handling the entire life cycle of an employee, HRIS
- ❖ Handling attendance, payroll process, Leave Record of employees in Spine
- ❖ Issuing offer letter and appointment letter, warning letter
- ❖ Taking care of onboarding process of new joiners
- ❖ Taking active part in organizing employee engagement activities like birthday, festival celebrations etc.

Fixed Term Resource – HR (On Contract)

(From July 2022 to July 2023)

Munters India Humidity Control Pvt. Ltd. (Manufacturing Company)

- ❖ Handled the entire life cycle of an employee, HRIS
- ❖ Managed attendance at the Andheri Branch
- ❖ Handled the recruitment process, Employment verification process
- ❖ Handled onboarding and induction process, Welcome of new hire
- ❖ Prepared various templates like Hiring, Retirement Invitations, Open House, and Invitations for events
- ❖ Prepared PPT on HR presentation and on other topics for events like a town hall, rewards, Retirement functions etc.
- ❖ Prepared articles on event celebrations, and activities on office premises for Munters World Website
- ❖ Issued offer letters, appointment letters, probation completion letters, etc
- ❖ Ensured timely execution of changed policies or procedures.
- ❖ Maintained various trackers like recruitment, budgeting, etc.
- ❖ Tracked and renewed the GPA and WCP of employees

Note: Took a break for maternity leave and Covid-19 between 2019 to 2022

HR Manager – HR & Admin

(From Dec 2017 to Sept 2019)

GMJ & Co. (Finance Advisory Company)

- ❖ Managed Attendance, Leave, and Payroll processing
- ❖ Handled the recruitment process of articles and their registration process
- ❖ Maintained HRIS and Administration work



Contact Details:

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📍 Jogeshwari, Mumbai -400 060.

Education:

Bachelors in commerce,
Mumbai University - April 2010

Diploma in HR
Welingkar Institute - May 2012

Currently pursuing MBA from
welingkar institute

Certifications:

- HRBP from Skill Desk
- Labour Law and statutory compliances from Skill Desk

Software:

- Spine Software
- MS Excel
- MS Word
- SAP
- Workday

Skills:

- Adaptability
- Team work
- Problem Solving
- Proactive
- Effective Communication

Hobbies:

- Listening Music
- Reading
- Trekking
- Like to visit new places

Other Personal Details:

DOB: 15 April, 1990

Marital Status: Married

- ❖ Tracked and updated registration of articles and CA as per the institute
- ❖ Provided Headcount report to Partners as and when required
- ❖ Issued various letters like Offer, Appointments, probation completion, etc

In charge – HR

(From Dec 2015 to Dec 2017)

Gemsons Precious Pvt Ltd. (Manufacturing Unit)

- ❖ Handled employee's entire life cycle
- ❖ Managed Attendance, Leave, and Payroll processing in Spine software
- ❖ Handled exit formalities and F&F settlement of employees.
- ❖ Issued various letters like Offer, Appointments, Experience, Warnings, and Termination etc.
- ❖ Took exit interview and feedback, Also informed to management for taking steps for improvement
- ❖ Handled Performance Appraisal (PMS) of all levels of employees
- ❖ Arranged ISO 9001:2015 Awareness Training, Kaizen training for QA dept., firefighting training
- ❖ Maintained statutory records & various types of registers – Attendance, Bonus, Grievance, Salary etc. as per the requirement of the Audit
- ❖ Handled employee grievances related to salary, bad behavior with colleagues, advance & loan amount approval, statutory compliances etc
- ❖ Discussed the legal notices & coordination of labor license renewal with a consultant. Also discussed compliance-related issues of employees.
- ❖ Organized events - Birthday Parties, Christmas, Dussera, Holi, Diwali Celebration, etc. in the office
- ❖ Developed/ Updated and implemented compensation plans, rewards & recognition schemes, and HR policies and communicating them across the organization at all levels.

Executive – HR

(From Aug 2012 to Nov 2015)

Shiv-Vani Oil & Gas Exploration Services Ltd. (Service Sector)

- ❖ Attendance Management, HRIS
- ❖ Issued offer letters, appointment letters, probation completion letters, etc
- ❖ Maintained data and report to HR Manager, Follow all instructions from SR. officer HR and Manager HR

NOTABLE ACHIEVEMENTS

- Introducing new induction as well as exit formalities system.
- Successfully installed HRIS software (SPINE) in Gemsons Co.
- Best Performer Award received in Gemsons Co.
- Motivated employees to register their name under ESIC & take benefit from it
- Participate in NSS in 2012-13 in college
- Attending the training: ISO 9001:2015 Awareness Training, Internal Auditor for ISO 9001:2015, Improvements of Kaizen, Firefighting Training

Date :

(ANTARA ABHISHEK SHIRODKAR)