

Mr. Swapnil B. Kalal

HR Deputy Manager TA HRBP (MH)

Nivara Housing finance LTD.

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CAREER OBJECTIVE

Personable and dedicated Human Resources Generalist with 7+ years of experience in benefits management and administration, as well as staff recruitment and development. Able to decrease the gap between labor force and upper management to produce a cohesive and productive work environment. Possess a MBA in Human Resources Management.

PROFESSIONAL SYNOPSIS

- Educated as MBA (HR) Postgraduate & passionate to pursue a career in HR.
- Having work experience into HR Department handling various functions of HR.
- Leadership Skills.

ACADEMIC QUALIFICATIONS

- **MBA (HR)** from Savitribai Phule Pune University in 2016.
- **BA (Hindi)** from North Maharashtra University in 2013.
- **H.S.C (Arts)** Nashik Board in 2007.
- **S.S.C** in 2005.

EXPERIENCE

Organization: - Nivara Housing Finance ltd.

Designation: - HR Deputy Manager TA HRBP

Duration: - 15th Apr 2024 to Till Date

Responsibilities:

- Recruitment, hiring and employee relations in departments.
- Utilize HRB to maximize efforts to screen, hire and maintain employee information.
- Collaborate with the L&D team to plan and schedule required/necessary training for their assigned department.
- Keep current with employment law and HR regulations to ensure regulatory compliance.
- Counseling and mentoring employees and Management team to provide impartial determination to employee issues and to seek an effective resolution.
- Identifying vacancies, post open job; screen, interview, and match applicant with open positions, background and reference checks, extend offerings and employee on-boarding.

- Coordinate with hiring team for Recruitment process at Nivara for particular BU and see to business hiring needs are met
- Handling employee grievances and provide resolution within purview of process as per given timelines
- Handling HRMS tickets related to employee grievances
- Work with other teams within HR to ensure timely resolution to the employees
- Support the Statutory & Compliance team as and when required
- Ensuring Policy and process adherence in the organization
- Support HODs in case of any assistance required
- Monitor and report on Headcount, Absconding cases on weekly/monthly/quarterly/yearly basis
- Analyze trends and metrics on performance, attrition and other critical areas of business and share the inferences with the management
- Inaccuracy/ non updated of HR data
- Biased feedback from Managers

Organization: - Svasti Micro Finance PVT LTD.

Designation: - HR Assistant Manager

Duration: - 19th Oct 2022 to 06th Apr 2024

Responsibilities:

- Recruitment, hiring and employee relations in departments.
- Utilize HRB to maximize efforts to screen, hire and maintain employee information.
- Investigating and providing guidance on employee relations issues through progressive disciplinary process.
- Keep current with employment law and HR regulations to ensure regulatory compliance.
- Identifying vacancies, post open job; screen, interview, and match applicant with open positions, background and reference checks, extend offerings and employee on-boarding.
- Start up and administration of Apprentice Program.
- Managed training for all employees, including apprentice program, safety, Six Sigma, etc.
- Counseling and mentoring employees and Management team to provide impartial determination to employee issues and to seek an effective resolution

Organization: - Quess Corp. Ltd. (Reliance Retail)

Designation: - HR Executive

Duration: - 12th Dec 2020 to 18th Oct 2022

Responsibilities:

- Recruitment, hiring and employee relations in departments.
- Utilize HRB to maximize efforts to screen, hire and maintain employee information.
- Investigating and providing guidance on employee relations issues through progressive disciplinary process.
- Keep current with employment law and HR regulations to ensure regulatory compliance.
- Counseling and mentoring employees and Management team to provide impartial determination to employee issues and to seek an effective resolution.
- Identifying vacancies, post open job; screen, interview, and match applicant with open positions, background and reference checks, extend offerings and employee on-boarding.
- Responsible for monthly bills, vendor negotiation, assist employees with benefit changes, yearly open enrollment.
- Analyzing and modifying benefits to be cost effective for the company and the best coverage for employees.
- Planning, developing and implementing compensation program for exempt and non-exempt employees.
- Responsible for development, coordination and presentation of training programs for skilled employees.
- Evaluating, developing and executing all policies and procedures for all different plants and Divisions.
- Working closely with the insurance company for Workers Compensation and Disability and sick/injured employee to facilitate their return to work to lower cost to company.
- Creating and managing HR budget.
- Start up and administration of Apprentice Program.
- Managed training for all employees, including apprentice program, safety, Six Sigma, etc.

Organization: - HR Square LLP (Honour Lab ltd.) Kurkumbh, MIDC Daund Pune MH.

Designation: - HR officer

Duration: - 16th Jan. 2019 to 11th Dec 2020

Responsibilities:

- Online registration for employees covered under ESIC.
- Recruitment, hiring and employee relations in departments.
- Investigating and providing guidance on employee relations issues through progressive disciplinary process.
- Identifying vacancies, post open job; screen, interview, and match applicant with open positions, background and reference checks, extend offerings and employee.
- Responsible for monthly bills, vendor negotiation, assist employees with benefit changes, yearly open enrollment.
- Joining Process and Induction.
- Creating and managing HR budget.
- Start up and administration of Apprentice Program.

Organization: Precision Forging Stamping, Satpur, Nashik.

Duration: 7th Nov 2016 to 10 Dec 2018

Designation: HR Trainee

Responsibilities:

- Joining Process and Induction.
- Preparation of Offer Letters, Appointments, Confirmation, Relieving Letter etc.
- Attendance, Payroll & Leave Management.
- Induction of employees & explaining terms & condition of service.
- Preparing various MIS reports.
- General Housekeeping, and Security Administration Generating Monthly attendance report.
- Redressal of employee's grievances
- Various Bill Checking.
- Exit formalities & Final settlements.
- Online registration for employees covered under ESIC.

PERSONAL DETAILS

Name: Swapnil Bhika Kalal

Father's Name: Late Mr. Bhika Kalal

Date of Birth: 26/06/1989

Marital Status: Married.

Gender: Male.

Languages Known: Marathi, Hindi. English.

Present Address: Matru Pitru chaya Flat no 28 Gokul Height App
Samarth nagar sharad pawar market back Panchavati Nashik
422003

Permanent Address: Plot 8B, Gurukul colony near Phule hospital, Taloda Dist. Nandurbar
Pin 425413.

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: