

SUNNY KALBURGI

HR Professional

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SUMMARY

Results-oriented HR professional with nearly 10 years of progressive experience in generalist HR functions. Proven ability to manage the employee lifecycle, from recruitment and onboarding to performance management and exit processes. Expertise in HRMS implementation, payroll administration, compliance, and employee relations. Dedicated to fostering positive work environments and driving organizational effectiveness.

EXPERIENCE

Manager - HR 02/2018 - Present
Jhamtani Realty Pvt Ltd Pune, India

Real estate company specializing in property development.

- Spearheaded the implementation of KEKA HR and FarVision HRMS, streamlining HR operations and reducing administrative tasks by 40%.
- Defined KRAs & KPI in PMS for all organizational levels within the new system.
- Successfully managed the annual appraisal process, ensuring fair and consistent performance evaluations.
- Administered payroll and attendance management for 200 employees, maintaining 100% accuracy.
- Ensured compliance with EPF, ESIC, and POSH regulations, managing related audits effectively.
- Developed and implemented HR policies and manuals, promoting consistent practices and mitigating risk.
- Provided employee counseling, resolving issues impartially and effectively.
- Coordinated recruitment, onboarding, and exit processes, ensuring a smooth transition for employees.
- Planned and executed employee engagement and training events, resulting in a 15% increase in employee engagement scores.
- Managing a team of 2 HR professionals.

Sr. Executive - Payroll & compliances 01/2013 - 01/2018
Tirupati Ind Ser Pvt. Ltd. Pune, India

Company focused on industrial services.

- Handling payroll and compliances for 1500 employees.

EDUCATION

M.B.A (HR) 06/2015 - 03/2017
I.B.M.R. College, Pune Pune, India

D.T.L (Diploma in taxation law) 04/2014 - 03/2015
D. Y. Patil Law College, Pune Pune, India

B. COM 06/2011 - 03/2014
Pro. Ramkrushna More College, Pune Pune, India

KEY ACHIEVEMENTS

- ◆ **Digital Transformation Award**
Awarded as digital transformation award for the year 2024-25
- ◆ **Implemented HR management software**
Implemented HRMS system in 2020, reducing administrative tasks by 40%.
- ◆ **Boosted employee engagement**
Increased employee engagement score by 15% through new initiatives in 2020.
- ◆ **Managed error-free payroll**
Processed monthly payroll for 200 employees with 0 errors.

SKILLS

HR Function
Talent Acquisition • Employee Relations •
Performance Management •
Compensation and Benefits •
HR Compliance •
Training and Development • HRIS

Other Skills

Strategic Thinking • Leadership •
Communication • Problem-Solving •
Conflict Resolution • Negotiation •
Coaching • Data Analysis

Software

KEKA HR • GreytHR • Darwinbox •
FarVision

LANGUAGES

English	Proficient	● ● ● ●
Hindi	Proficient	● ● ● ●