

Prachi Ghogle

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DOB: 5th September 1985

Communication skills: English, Hindi and Marathi

Address: Thane- West

Marital status: Married

Analytical ▪ Meets Deadlines ▪ Multitask Oriented ▪ Innovative ▪ Result Oriented

With over 17 years of industry experience, I excel in working efficiently in fast-paced and rapidly changing environments. My expertise spans the full spectrum of Human Resources programs, services, and functions.

Overview

- Dynamic professional with extensive experience in HRM broadly Developing HR Strategies, Recruitment, HR Process Automation, Employee Relations, Engagement & Retention Management, Policies & Procedures, Compensation & Benefits, Performance Management System, MIS and Training & Development.
- Proficient in planning, strategizing, decision-making, and implementation, with a proven track record of successfully managing HR functions.
- An effective communicator with strong relationship-building and interpersonal skills, complemented by excellent analytical, problem-solving, and organizational abilities. I possess a flexible and detail-oriented approach.
- Well-versed in industry HR trends, with a proven ability to institute quality practices that achieve business excellence and objectives.

Professional Summary

Organization Name	Industry	Tenure	Designation
SIRO Clinpharm Pvt. Ltd.	HealthCare/ Life Sciences (CRO)	February 2018 till date	Head - HR (Team Handled: 5 members)
BioGenomics Limited	Biopharmaceutical	March 2012 to February 2018	Manager - HR (HOD)
Infinium Precious Resources	Precious Metal Industry-Manufacturing	September 2011 to March 2012	Assistant Manager – HR
BDO Consulting Pvt. Ltd.	Financial Services	May 2008 to August 2011	Senior Executive - HR
Amogh Software Solutions	Recruitment Consultancy	May 2007 to May 2008	Recruitment Executive

Current Roles & Responsibilities at SIRO Clinpharm Pvt. Ltd.

- Develop and implement HR strategy & initiatives aligned with the overall business strategy
- Support current & future business needs through the development, engagement, motivation & preservation of human capital
- Develop and monitor overall HR Strategies, systems, tactics and procedures across the organisation
- Bridge management & employee relations by addressing demands, grievances or other issues
- HR correspondence/ letters, HR Communications
- Corporate Induction across levels
- Employee Database Management
- HR Analytics – HR Dashboard, Database Management, Budgeting and forecasting, database repository,

- data for RFIs etc.
- Oversee and manage the Performance appraisal system and Review Mechanism
- Drive Employee benefit programs and ensure legal compliance, Vendor Management
- Assess training needs to apply and monitor training programs across levels
- Report to management & provide decision support through HR Metrics
- Co-ordinator for all Online tools (HRMS, Payroll, LMS) apart from SOP revisions
- Execute Employee communication and engagement forums and initiatives
- Organisation Development, Employee Life cycle management, Policy formulations etc.
- Project Management of strategic projects in areas of Automation or Compliance
- Execution of yearly employee engagement activities like Sports Day, Annual Day etc.

Functional Expertise

➤ **HR Planning, Budgeting and Implementation:**

- Planning, developing and implementing HR policies and strategies, including Recruitment Policies, Discipline, HR Manual, Compensation & Benefits, Training & Development, Statutory Regulations and Contracts etc., in line with company needs and employment legislation.
- Design, Develop, Implement and Review HR policies and procedures after bench marking with the best in the industry and as per company requirements.
- Defining and designing Job Descriptions, SOP's, Policies and Strategies for greater operational effectiveness, Manpower deployment & Retaining talents to increase individual productivity.

➤ **Talent Acquisition:**

- Management of the end to end recruitment life cycle for sourcing the best talent from diverse sources from lower level to top level management.
- Monitor the recruitment functions from identifying right candidate for right position through forecasting existing demand and supply, Job Portal, Walk in Interviews, Internal and External references, Salary Negotiations, Reference Check, Background & Employment Verification and Final Offer release.
- Ensure proper induction & orientation of new joinees in the system.

➤ **Performance Management System:**

- Handling Performance Management System and identifying scope for enhancing the performance.
- Identifying Key Result Areas for the processes annually with respect to business Operations with inputs from the business heads and monitoring the implementation on an ongoing basis.
- Managing the overall Appraisal process – Policy Formulation and Clarification, communication / rollouts, coaching employees / managers in conducting effective appraisals, Data Validation, Goal Setting, Self-Appraisal, Appraiser evaluation, Reviewer evaluation, identifying development plans for employees and ensure the appraisal process is closed with the timeline.
- Identifying critical resources across the organization and developing the succession plan to ensure business continuity always.

➤ **Compensations and Benefits:**

- Design and implement a comprehensive compensation package by bench marking compensation/salary, employee welfare and incentive schemes with respect to competitor's vis-à-vis market intelligence.
- Manage and ensure Wages & Payroll, Reimbursements / Deductions, Leave Encashment, Leave Travel Allowance, Medical Claim, Bonus and Incentives are calculated accurately in the payroll and handle discrepancies related to salary.
- Monitor the Terminal Benefits such as Full & Final settlement, Gratuity, Bonus and Provident Fund are settled at due dates as per the company policies.

➤ **Training & Development:**

- Formulating training strategies including identifying training needs and conducting in-house and external training programs.
- Coordination with Business Heads for Planning and implementing new training solutions that meet the needs of the business and the employees.
- Prepare and Maintain Annual Training Calendar, Training Attendance, Feedback Records, Measuring Training Effectiveness, Analysis, Assessment and Facilitation.

➤ **HR Operations:**

- Counselling employees from time to time on behavioural attributes, defusing conflicts, building a Congenial and performance friendly work atmosphere.
- Negotiating and amicable settling of issues among the employees arising due to Time Office, Salary & Wage Administration matters.
- Organising various employee engagement events like Monthly Bday Celebration, Festival celebrations like Independence Day, Diwali, Christmas etc.
- Statutory Compliances pertaining to various acts namely Shops & Establishments, Payment of Wages Act, Minimum Wages Act, ESI Act, EPF Act, Maternity Benefit Act, Industrial Disputes Act, Industrial Employment & Standing Orders Act, Bonus Act and Gratuity Act.
- Handling cases pertaining to the Prevention of Sexual Harassment Act, 2013 as a part of the Internal Committee.

Academia

- Executive Programme in **Strategic Performance Management** from XLRI in 2016.
- Postgraduate Diploma in Human Resource Management (**PGDHRM**) from Symbiosis Distance Learning Centre (SCDL), Pune in 2011 with First Class.
- Postgraduate Diploma in **Pharmaceutical Business Management (PGDPBM)** from Mumbai Educational Trust (MET) in 2007 with 75%.
- Advanced Diploma in **Biotechnology** from Mumbai University in 2006 with 73%.
- Bachelor of Science (**B. Sc- Chemistry**) from Mumbai University in 2006, with 86%

Achievements

- Secured First place in KET'S V.G.VAZE COLLEGE – MULUND in T.Y.BSC (Chemistry).
- Won Inter-collegiate paper presentation in Chemistry held at N.E.S RATNAM College-Bhandup, topic was 'Indicators in Volumetric'.
- Certified Internal Auditor- ISO 9001:2008 organized by TUV.
- Have independently handled the HRIS implementation project at BioGenomics Limited & SIRO Clinpharm Pvt. Ltd, have been a part of end-to-end implementation for six HRIS projects.

TRAINING & WORKSHOPS ATTENDED

- Have been a part of the Great Place to Work Survey conducted by the GPTW India.
- Undergone various behavioural trainings like Leadership, communication, team building etc.
- Attended a seminar on Employee Tax (payroll), perquisite rules & remuneration planning & Labour Laws by Satvam Consulting Pvt. Ltd.
- Attended a one day Performance Management Workshop by Dr. Ashis Sen - Forum for Emotional Intelligence Learning

IT Skills

- Well versed with MS Office- Word, Excel & PPT
- HRIS- GreytHR, ZingHR, Spine HR, HRMantra (Cloud Based Applications), SAP Business One