

Divya Chaphadkar

HR GENERALIST

Executive Profile

An HR Generalist seeks contractual work. Very detail oriented and able to work on multiple tasks at once. Also, a Certified HR Compliance Professional familiar with company policies and procedures, documentation, employment laws and standards.

Fields of Interest

- Payroll & Statutory compliance
- Labor Laws (MLWF)
- HR Policies
- Employee Handbook
- Leave Management
- Joining/Exit Formalities & Documentation
- Employee File Management

Education

Bachelor in Computer Application

Garware College of Commerce,
Pune University

- Completed in 2015
- CGPA : 7.0/10
- Completed projects using Visual Basics, JAVA, JSP, CSS

MBA in Human Resources

Smt. Hiraben Nanavati Institute of Management
Pune University

- Completed in 2018
- CGPA: 8.05/10
- Conducted Research "A study of the major HR challenges currently being faced by the Organizations."

Certified HR Compliance Professional

Vskills Certification

- Government Certification

Work Experience

HR Intern

Replete Inc. | May 2017 - June 2017

- Received/approved manpower requisition. Screened and shortlisted resumes through various job portals for sourcing quality candidates,
- Scheduled and arranged walk in interviews and shooting mass mails to achieve maximum closures in limited time frame.
- On-boarding procedures & drafting Joining Letters
- Maintained employee records and documents
- Prepared Employee Handbook
- Implemented HR Policies

HR Generalist

Avanzens Consultancy Services | Dec 2018 - Dec 2019

- Responsible for the administration of all activities related to the human resource department
- Managed and updated personnel files for old and new hires in the Human Resources Information System database.
- Prepared the employee handbook and assisted in developing the policies and procedures the manual contained..
- Implemented policies/procedures, processes, disclosures, tools and other documents required to ensure compliance with applicable labor laws and regulations
- Coordinated and scheduled all Pre-employment screenings for new hires
- Joining and exit formalities
- HR Letters Drafting
- Leave Management
- Maintained Payroll and statutory compliance submissions.

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