

**Poonam Pranav Kakkad**  
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Navi Mubai-400705

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## **CAREER OBJECTIVE**

A results-oriented HR professional with 8+ years of experience in Human Resources and Administration, and 4 years in Accounts. Skilled in strategic leadership, fostering collaboration, and implementing HR best practices to align with business objectives. Recognized for professionalism, teamwork, and driving organizational success.

## **PROFESSIONAL EXPERIENCE**

**Senior HR Manager Atharva System** | January 2021 – Present

### **Key Responsibilities:**

- Manage the end-to-end talent acquisition process, including sourcing, testing, interviewing, hiring, and on boarding.
- Coordinate with recruitment agencies and consultancies for seamless candidate recruitment and on boarding.
- Maintain and update job descriptions to meet the dynamic requirements of technical and non-technical teams.
- Oversee employee documentation, salary processing, ESIC, PF Management in HRMS portal management.
- Ensure compliance with statutory regulations and labor laws applicable to the organization.
- Develop and implement training programs to enhance employee skills and competencies.
- Drive the performance management process, including conducting performance reviews and appraisals.
- Investigate and resolve employee grievances, conflicts, and concerns to foster a positive work environment.
- Formulate and enforce HR policies to promote a healthy, inclusive, and productive workplace.
- Recommend and implement improvements in HR processes to enhance efficiency and employee satisfaction.
- Conduct appraisal meetings in coordination with management and issue appraisal letters.
- Manage on boarding processes for new hires and exit formalities for departing employees.
- Align HR strategies with organizational goals to support business growth and employee engagement.

**Concept Info Way Pvt. Ltd.** HR Manager- January 2019 – January 2021

**Key Responsibilities:**

- Manage the recruitment lifecycle, including identifying effective recruitment channels, coordinating with the Director for hiring needs, conducting initial telephonic interviews, and facilitating final interviews with the panel.
- Oversee on boarding processes, including background checks, orientation, and induction programs for new joiners.
- Plan and coordinate technical and non-technical training programs while gathering employee feedback and presenting actionable suggestions to management.
- Address employee grievances, ensure timely appraisals, and oversee the issuance of appraisal letters in collaboration with management.
- Administer payroll processing, coordinate with banks for salary account matters, and resolve salary-related issues efficiently.
- Organize company events and festival celebrations, ensuring maximum employee participation and engagement.

**All Good Scents-HR-Admin Manager**-January 2017 – January 2019

**GSV Corporate Services Pvt. Ltd.-Project Analyst**- July 2010 – December 2011

**RAJ International Ltd**-Assistant Manager – Accounts-May 2007 – June 2010

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## **EDUCATIONAL QUALIFICATIONS**

- **Master of Business Administration (MBA) – Finance** | Completed in 2007
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## **SKILLS & COMPETENCIES**

- Strategic HR Planning and Policy Development
  - Recruitment and Talent Acquisition
  - Performance Management and Appraisals
  - Employee Engagement and Retention Strategies
  - Training & Development Programs
  - Conflict Resolution and Employee Relations
  - Payroll Management and Compliance
  - Event Planning and Organizational Development
  - Proficient in HRMS tools and Microsoft Office Suite
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## **PERSONAL DETAILS**

- **Date of Birth:** 26th February 1986
- **Marital Status:** Married