

# Shilpa Pawar

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Hebbal, Bangalore

**Project:** Background Verification – Responsible for End-to-End Process & BGV SLA with Vendor. (GREEN/Amber/Red) Exceptional approvals required for discrepancy cases from HOD to close the case.

- Education
- Reference
- Ex-Employer
- Criminal
- Address
- CV

## Software:

- MS Office
- Microsoft Outlook
- Agresso Tool
- Citrix Software App

## EDUCATION:

BA (English & Communication) – Tamil Nadu Open University

## Certified:

Internal Auditor - ISO 9001:2015, ISO 27001:2022

## LANGUAGES

Marathi: Native  
English  
Hindi  
Kannada  
Tamil  
Urdu

**ABOUT ME:** HR professional - HR Operations | BGV Specialist | Recruitment | HRBP | BA - English communication – HR.

## WORK EXPERIENCE

HireMee Pvt.Ltd: Team Lead HR – since Sep 2022 – Till date.

Colliers International (Deputad to WSP Consultants India Pvt.Ltd):HR Administrador Since Oct 2019 – Sep 2022.

Vee Technologies Pvt.Ltd: Team Coach HR – since Sep 2017-Sep 2019.

Pin Click Real Estate Management Service Pvt.Ltd: AM HR Since – June 2015 – Mar 2017.

Boyallas Marketing Solutions Pvt.Ltd: South-Administrative HR since – Feb 2014 - June 2015.

Zodiac Clothing Pvt.Ltd: Retail & Sales HR Since – Nov 2012 - Jan 2014.

## Roles & Responsibilities:

**Pre & post Onboarding Process:** - Responsible for pre & post joining formalities, HR Induction, documentation, file management, issuing appointment letters, confirmation letter and various other letters, Promotion changes in HR Portal.

**Recruitment:** - Responsible for entire Recruitment process right from Opening the Responsibilities

**Payroll Management:** - Responsible for Payroll processing in HR Portal with 100% attendance & ensuring timelines are met for salary & disbursement.

**HR Analysis & Reporting:** - Publish weekly hiring report, monthly HR dashboard, monthly headcount report & attrition reports survey participation, job mapping.

**The Employee Lifecycle:** - It encompasses various stages in the career of an employee, beginning with Managing Leave Balance, Confirmation, Employee mode changes & initiating transfer from one branch to other branch, Handling Team in timely manner progress.

**Employee Benefits:** - Responsible to ensure the employee insurance benefits, including policy renewal co-ordination, **supervision and health check-up of employees** as well as maintaining accurate employee records. Conducting monthly wise R&R – Tenure award, best performers birthday celebration, welcome new joiners etc. Conducting employees one on one open forum meetings & POSH meetings with HOD's & Management.

**Statutory Compliance:** - Ensure 100% statutory compliance, PF, ESI. Responsible for managing statutory related: PF, PT, Gratuity, Mediclaim (addition & deletion) and E.S.I.C. Opening of new sister concern company: responsible for Shop & Establishment certificate, PT registrations, Etc.

**Variable Pay/Incentive Plans:** - Implementation of the incentive plans - manage annual incentive plan & special incentive plan (AIP/SIP).

**HR Budgeting:** - Headcount & staff cost calculation for budgeting & Manpower planning & Provision of HR expenses, Responsible to prepare, track HR/People budget by closely working with Finance & HR Leader.

**Exit Management:** - Initiate employee exits Exit Process (Abscond, Termination & Resignation) conducting exit Interview, update the details on payroll & HRIS, coordinating with the payroll & Finance team for the full and final settlement of the employee with 30 days from employee last working day.