

# VIMAL KOLHE

Hyderabad,

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## **PROFESSIONAL SUMMARY:**

Dedicated professional with refined interpersonal and multitasking skills with demonstrated strengths in customer service, time management and trend tracking. Looking forward to join a progressive organization as a human resource specialist to provide high end administrative support and also build successful solutions in the human resources department.

## **SKILLS:**

Ø Talent Acquisition Ø HR policy, process & System Design Ø Organizational Development.

Ø Recruitment and Hiring Ø Employee relations Ø Team Management Ø Good Communication Skills.

## **EXPERIENCE:**

### **Senior. HR Executive**

#### **KRS Group/Izura Pvt Ltd**

**Jan 2022 -Till Date**

- Responsible for managing all HR operations and strategies within the company.
- Ensured HR initiatives are strategically aligned with the company's short and long term goals.
- Areas of oversight include planning, implementing and administering Human Resource Programs, employee relations, recruitment, retention, training and development, performance management, compensation payroll and benefits administration.
- Oversee performance management including disciplinary, exit interview and managing HR records
- Process all the new hires, benefit orientations, terminations and payroll paperwork ensuring compliance with applicable laws and regulatory mandates.
- Manage benefits including open enrollment, plan renewal discussions, invoice auditing and general administration.
- Managing the full life cycle recruiting in high volume environment for both hourly and salaried positions, to deliver world-class diverse talent across the organization.
- Identifying, recommending, and implementing recruiting operations solutions to maximize ROI and process efficiencies' ensuring recruiting tools meet the needs of the organization.
- Created a hiring process with each individual Manager that meets both their needs as well as best practices for recruitment and hiring.
- Used an inhouse database, LinkedIn, Naukri, Hirect and other online tools to recruit top talent to our organization
- Responsible for documenting all interviews, submitting scorecards and reviewing those scorecards with all managers.
- Coordinated and scheduled interviews with the hiring managers over the phone, WebEx, google meet or in person
- Worked of applications like Salesforce and Zoho to track all qualified candidates, interview process, feedback, and open tasks for full visibility to the recruitment and hiring teams.
- Responsible for writing and publishing job descriptions to our internal and external website and job boards.
- Created policies as per the requirements of the organization.
- Responsible for negotiating salary, bonus, commissions, stock, PTO with senior levels employees.,
- Enrolled all employees in their respective insurance plans and assisted in directing and carrying out policies relating to all the phases of personnel activity
- Compiled, entered and processed payroll information to produce accurate paycheques for the organization, hence responsible for all payroll functions.

- Created and implemented the exit interview program process.

**HR Executive**

**Jan 2021 – Dec 2021**

**Venpaarg Pharma Pvt. Ltd.**

- Handling end to end recruitment cycle for junior positions - screening, scheduling interviews, coordinating with the hiring managers, offer discussions and offer release including all other HR responsibilities.
- Created and updated job ads on Indeed, LinkedIn, and Naukri to source 20+ new candidates.
- Gathered feedback after final interviews, and created comprehensive compensation packages for prospective hires
- Entered new hire information into HRIS, and recorded terminations, and processed employee changes and updates.
- Assisted managers in the use of objectives and performance reviews as coaching tools for individual development
- Managed and administered 100% of pre-employment assessments to prospective candidates
- Worked on Attendance Management System
- Conducted employee on boarding and helped organize training and development initiatives.

**HR Executive**

**June 2016 – Dec 2018**

**S Cube**

- Handle HR generalist function which includes recruitment and post recruitment activities as required and Align with other sub divisions of Human Resources and assist them with regular HR activities.
- Scheduled interviews for candidates across various job roles.
- Provided guidance on employee relations and matters of corrective action
- Lead the full life cycle of recruitment for various openings on a monthly basis.
- Drafted job descriptions, pushed them through all talent acquisition channels and coordinated to acquire candidates from the same source.
- Screen candidates and conduct first round interviews to ensure their qualifications meet open positions.
- Maintaining daily/weekly/monthly reports such as interview status reports, closure reports & feedback reports.

**Voice Coach****June 2013 – June 2014****Tech Mahindra**

- Managing the team effectively to ensure achievement of target and performance presentation of proposals for business development.
- Training new employees in the voice processes as well as in the technicalities of the product to provide support to customers
- Developed work flow structure, including tests, in-class workshops, and online forum discussions.
- Helped candidates prepare for planned performances by setting ambitious targets and guiding each through practices and skill-building sessions.
- Collaborated positively with peers and other staff members to maintain friendly, supportive, and cooperative work atmosphere.
- Delivered exceptional customer service to bolster strong relationships and build positive experiences.

**Research Analyst****May 2012 – Dec 2012****Oceans Connect**

- Analyzing the customer's needs and providing effective solutions.
- Demonstrated speed and accuracy while working in a deadline driven environment.
- Meeting targets and international standards for customer satisfaction.
- Utilized customer relations skills in effective management and analysis of customer interactions.
- Worked closely with supply chain and procurement teams to meet delivery and productions goals.
- Resolved customer concerns using strong communication and conflict management skills.
- Met or exceeded individual sales goals and key performance indicators (KPIs).

**Senior Technical Support Associate****Aug 2009 – Sept 2010****Wipro**

- Analyzed the customer's needs and provided effective solutions to new customers who have made recent purchases with HP and handled with care to ensure brand faith.
- Demonstrated high Customer Satisfaction (CE) and Customer Experience (XPR)
- Meeting targets and International Standards for customer satisfaction.
- Handling sensitive issues dealing with products and providing right product knowledge as per customer requirements.
- Providing Total Solutions from Sales of product to Post-Sales services.
- Diagnosed and resolved technical hardware and software issues.
- Guided calls using excellent communication skills and decisive approach.

**EDUCATION :**

**PGDBA -HR**

Symbiosis Distance Learning, Pune

**June 2017**

**B.Sc. ( Microbiology, Genetics and Chemistry)**

St. Pious X Degree College, Hyderabad

**June 2008**

**12<sup>th</sup>**

Sri Chaitanya Junior College, Hyderabad

**June 2005**

**10<sup>th</sup>**

St. Peters Model School, Hyderabad

**June 2003**

**Personal Details :**

**Date of Birth**

**: 28th June, 1988**

**Languages**

**: English, Hindi, Marathi, Telugu**