

Miss: Anupama J Alkunte

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Work Summary

Results-driven HR professional with **15 years of progressive experience**, specializing in talent acquisition, HR operations, and employee engagement.

Demonstrated success in **managing full-cycle recruitment** spanning IT, Non-IT, niche, bulk, campus, lateral, and leadership hiring.

Expertise in **policy implementation & execution, payroll, employee compensation & benefits (including group medical insurance), performance appraisal cycles, and HR operations.**

Strong command over statutory compliance and HR governance.

Highly proficient in **ATS, HRMS/HRIS systems end to end implementation** coordination with the backend team and training employees of the system and advanced Excel, enabling efficient process automation and insightful HR analytics.

Recognized for strengthening employer branding and fostering a collaborative, inclusive work culture.

Well versed in workforce planning, succession planning, change management.

Career History

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|--|-----------------------------|
| • Saniket Builders (Human Resource Manager) | June 22 to till date Nov 25 |
| • Wipro Technology (Contractual role Sr. Talent Acquisition) | Aug 2021 to May 2022 |
| • Paramtech Cad Services (IT Recruiter) | Mar 2020 to Jul 2021 |
| • Entercoms Solutions Private Ltd (HR Executive) | Apr 2015 to Mar 2020 |
| • Vansum Industries (HR Admin Executive) | Apr 2013 to Apr 2015 |
| • Oakwood Hotel (Front Office In charge) | Apr 2011 to March 2013 |
| • Hyatt Regency (Management Trainee) | July 2010 to March 2011 |

Expertise:

- Talent Management.
- HRIS & HRMS, PMS implementation
- HR Business Partner (HRBP)
- Statutory & Legal Compliance.
- HR Operation & MIS
- Compensation & Benefit
- Performance Management System.
- HR Strategy & Planning
- HR Policy Formation
- Attendance & Leave Management.
- Employee Grievance
- Payroll Management
- HR Budget & manpower planning
- Employee Relation & Engagement Mgt.
- Competencies mapping.
- Exit Management& Retention Mgt.
- Training & Development
- Employee Welfare
- HR Communication

Key Responsibilities:

Payroll & Attendance Management

- Manage end-to-end payroll processing and ensure timely salary disbursements.
- Review and revise salary structures in compliance with statutory regulations.
- Monitor and track daily employee attendance, leave balances, and absenteeism.
- Communicate proactively with employees regarding attendance concerns and ensure adherence to company policies.
- Maintain accurate and audit-ready attendance and payroll records.
- Coordinating with the PF consultant for the PF, ESIC challan and addition of the new hires and exit employee details.
- Structured the salary components as per the company requirements.

2. Recruitment & Talent Acquisition

- Handle full-cycle recruitment using multiple sourcing channels such as job portals (e.g., Naukri), LinkedIn, employee referrals, and newspaper advertisements.
- Understand manpower requirements by collaborating with department/business heads and aligning hiring strategies with business needs.
- Screen, interview, and shortlist candidates based on role specifications and organizational fit. Salary negotiation as per the budget, confirming the joining and coordinating with the candidate for the selection and joining.
- Maintain a strong talent pipeline for ongoing and future hiring demands.

3. Onboarding & Induction

- Conduct HR inductions and ensure new employees receive smooth and welcoming onboarding experience.
- Issue appointment letters, collect documentation, and ensure completion of all joining formalities.
- Introduce new hires to their respective teams, managers, and projects.
- Providing them with company details, policy and project details

4. Exit Management

- Conduct exit interviews and gather feedback to improve organizational processes.
- Identify opportunities for retention and intervene where necessary.
- Manage full and final settlement (FnF) preparation and ensure timely completion of exit formalities.
- Handle employee grievance if any employee or manager raises.

5. HR Policies & Compliance

- Develop, review, and update HR policies to align with changing business needs and legal requirements.
- Ensure consistent implementation of HR policies across the organization.
- Maintain compliance with labor laws, statutory requirements, and internal governance standards.

6. Employee Performance Management

- Set up and manage employee KRAs and KPIs within the performance management system.
- Conduct monthly performance evaluations and provide insights to department heads.
- Support managers in coaching employees to improve performance and achieve targets.

7. Employee Engagement & Development

- Plan and execute internal training programs such as personality development, communication enhancement, and Excel skills.
- Organize celebrations and cultural activities including employee birthday events, Ganesh Festival, Diwali, Dussehra, and team-building programs.
- Implement strategies to enhance employee morale, productivity, and a positive work environment.

8. Employee Documentation & Record Keeping

- Digitize and manage employee documents using MDoc software.
- Maintain organized hard copy files for audit and compliance purposes.
- Ensure confidentiality and accuracy of employee information.

9. Employer Branding

- Develop and implement employer branding strategies to attract and retain top talent.
- Ensure job postings, recruitment communication, and candidate experience reflect the company's brand identity.
- Collaborate with internal teams to enhance the organization's presence in the job market.

10. HRMS Implementation (Greythr Software)

- Lead end-to-end implementation of HRMS including payroll, attendance, and performance management modules.
- Collaborate with software vendors and internal teams to ensure seamless deployment and adoption.
- Train employees and managers on HRMS usage and troubleshoot system issues when required.
- Handling full cycle of HRMS implementation.
- Configured and customized HRMS software as per the company requirement.

Wipro Technology: (Contractual)

Detailed Job Description:

- Handled **End to end recruitment IT recruitment.**
- Handled **permanent hiring, Niche skills, bulk hiring, lateral hiring, leadership hiring.**
- Coordinating/conducting kick off meetings with stakeholders to understand the position requirement, priority and future requirements to create candidate pipeline.
- Encouraging employees for **employee referrals.**
- Conducting weekend drive for high priority positions/bulk hiring and preparing for online interview and follow-up with the candidates for joining the interview. And at the end of the day sharing the candidate interview status report with the location leads and delivery leads and sharing the interview feedback with all joined candidates.
- Scheduling interviews and communicating with candidates on the status.
- Conducting telephonic screening to understand candidates interests and skills.
- **Salary negotiating** with the selected candidates and keep them engaged till the joining.
- Giving Brief on **compensation and benefits** of the salary.
- Resourcing, screening and short listing resumes through various job portals, social media, internal reference.
- Well versed with the ATS such ICMS, conducting preemployment background check through ICMS, getting offer approval and preparing offer letter and sharing it with the selected candidates.
- Updating and maintaining candidate tracker sheet in excel and on shared drive and offer sheet for selected candidates.
- Follow up with the management for salary approval and candidate for offer acceptance and keeping candidate warm till the time candidate joins the company.
- Keeping candidate pipeline ready for candidate back up.

Paramtech Cad Services:

Detailed Job Description:

- Handled **End to end recruitment IT and Non – IT recruitment.**
- Handled **permanent hiring and sub con hiring.**
- Good Experience in IT recruitments **lateral hiring, leadership hiring.**
- Coordinating/conducting kick off meetings with stakeholders to understand the position requirement, priority and future requirements to create candidate pipeline.
- Follow-up with the company HR and Manager for candidate interview feedback and sharing the feedback with the candidates.
- Scheduling interviews and communicating with candidates on the status.
- Conducting telephonic screening to understand candidates interests and skills.
- **Salary negotiating** with the selected candidates and keep them engaged till the joining.
- Giving Brief on **compensation and benefits** of the salary.
- Resourcing, screening and short listing resumes through various job portals, social media, internal reference.
- Short listing the resumes based on desired skills and experience.
- Well versed with the ATS such Workday, Taleo, uploading candidates resumes on the same portal, conducting preemployment background check through ICMS, getting offer approval and preparing offer letter and sharing it with the selected candidates.
- Updating and maintaining candidate tracker sheet in excel and on shared drive and offer sheet for selected candidates.
- Follow up with the management for salary approval and candidate for offer acceptance and keeping candidate warm till the time candidate joins the company.
- Keeping candidate pipeline ready for candidate back up.

Entercoms Solution Pvt Ltd (currently known as Actio HX):

Detailed Job Description:

HR Generalist:

- **Responsible for end-to-end Onboarding** process.
- Responsible for exit process for resigned employees and understanding reason through exit interview.
- Handled HRMS (Adrenaline) module for leave management, new hire onboarding, exit formalities, creating various letters and involved in HRMS implementation (ZOHO).
- Conducting **induction and orientation** and sharing employee hand book for the reference.
- Conducting **background verification check** for senior employees.
- Verifying all **personal documents** and filing them for audit purpose.
- **Preparing HR policies and modifying** it as per the changes and communicating same with all employees.
- **Preparing payroll inputs** and sharing with the finance for further verification payroll processing.
- Responsible for Salary structure modification as per the requirements.
- Responsible for birthday celebration on monthly basis and creating birthday emailer for all employees.
- Handling monthly activities and occasions for all employees.
- Preparing and maintaining employee database in excel.
- Involved in Employee group medical insurance renewal and sharing the relevant data with the agent for further process.
- Involved in employee performance appraisal.

Recruitment

- Handled **End to end recruitment IT and Non – IT recruitment**.
- Handled **permanent hiring, Niche skills, bulk hiring, campus hiring, volume hiring, lateral hiring, leadership hiring**.
- Campus hiring through CDAC, MIT, Balaji Institute, Sinha Institute.
- Coordinating/conducting kick off meetings with stakeholders to understand the position requirement, priority and future requirements to create candidate pipeline.
- Encouraging employees for **employee referrals**.
- Working for **IJP**, conducting weekend drive for high priority positions/bulk hiring.
- Scheduling interviews and communicating candidates on the status.
- Conducting telephonic screening for understanding candidates interests and skills.
- **Salary negotiating** with the selected candidates and keep them engaged till the joining.
- Giving Brief on **compensation and benefits** of the salary.
- Resourcing, screening and short listing resumes through various job portals, social media, internal reference.
- Short listing the resumes based on desired skills and experience.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Handling permanent hiring, C2H & RPO recruitment **vendors** contract renewal, finding/sourcing for new vendors, sharing the requirements with them and screening profiles shared by them and providing the candidate feedback on timely basis.

Academic Qualification & Achievement:

- BHMCT from MSIHMCT, Pune.
- MBA from Pune University.
- Certification in Advance Excel, 2020
- Certification in Professional Human Resource
- Certification in Strategic Human Resource
- Certification in Human Resource Generalist
- Successfully implemented HR Software (Greythr)