

Priyadarshini Parida

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HR PROFESSIONAL SEEKING CHANGE

Summary of Skills and Experience

An HR professional wishing to give a more human face to her function through a compassionate dealing of employees and their issues.

Total Years of Experience: More than 15 years of experience in human resources management.

Educational Qualification

S. No	Qualification	University/ Institute	Passed Out	Division
1	Masters in Personnel Management & Industrial Relations (PMIR)	Utkal University, Orissa	2000	First
2	Bachelor of Science	Utkal University, Orissa	1997	First with distinction in Chemistry
3	PG Diploma in Computer Applications	NIIT	1998	First

IT Skills: Proficient in working with MS Office, well versed in use of HR module of HRIS, SAP, and Internet.

Languages Known:

S. No	Language	Read	Write	Speak
1	English	Yes	Yes	Yes
2	Hindi	Yes	Yes	Yes
3	Odia (Mother tongue)	Yes	Yes	Yes
4	Gujarati	Yes	No	Yes

Profile of Organizations worked with

Ramans Enviro Services Pvt. Ltd

Established in 1995, Ramans Enviro Services Pvt. Ltd is steadily growing to be a significant player in the field of Environmental Services. The company provides techno legal as well as engineering solutions related to environmental pollution control.

Pantaloon Retails Limited

Pantaloon Retail is the flagship company of Future Group, a business group catering to the entire Indian consumption space. Pantaloon Retail (India) Limited is India's leading retailer that operates multiple retail formats in both the value and lifestyle segment of the Indian consumer market. .

SAATH is a national level development organization promoting innovative livelihood solutions to the impoverished masses. It partners with Government & corporate sector for sustainable social development.

CEE (Centre for Environment Education) was established in August 1984 as a Centre of Excellence supported by the Ministry of Environment and Forests, Government of India. CEE, a national institution with its headquarters in Ahmedabad, has a mandate to promote environmental awareness nationwide.

Reliance Communications

Reliance Communications is India's largest information and communications service provider with over millions of subscribers. The flagship company of the Reliance – ADA Group, Reliance Communications is India's foremost and truly integrated telecommunications service provider. The Company has a customer base of above 118 million including over 2.6 million individual overseas retail customers.

Work Experience:

Dec 2011 –June 2020 as HR and Training Manager- Ramans Enviro Services Pvt. Ltd, Ahmedabad, Gujarat

- Recruitment & Induction of all the staff
- Responsible for activation & retention of employees as well as new Employees productivity Employee welfare
- Prepared TOR of all team members
- Monitored and prepared regular reports of Project activities
- Statutory compliances
- Conducted monthly and quarterly review of project team related to their conflict resolution
- Active participation in Annual appraisal of the employees

- Preparing Training calendar and organize different training programs for team members and managers

June 2008- Oct 2011 as Sr.HR-Executive, Pantaloons Retail India Limited, Gujarat Zone

- Recruitment
 - Recruitment & Induction
 - Employee Retention
 - Employee welfare
- Financial
 - HR Cost Optimization
 - Employee Productivity
 - Budgeting
 - Pay role
 - Internal Processes
 - Handling the Medical Insurance Policy administration for all employees entailing
 - Responsible for maintenance of Personal Folders of all employees in the store
 - Statutory Compliances
 - Performance management
 - SAP Compliance
 - Timely Salary & Incentive payment
 - Adeptly carrying out the following activities on an SAP platform
 - Maintaining employee database platform,
 - Leave administration in HRIS platform
 - Administering employee loans
 - Conducting IR Audits to ensure adherence to all labour law requirements.
- People & Organization Development
 - Induction Training
 - HR Programs including Employee Engagement
 - SOP Training
 - Nominations to be sent for any development activities initiated by HO
 - Cashiering Training
 - Product Knowledge Training

- **October 2006 – May 2008 as HR Manager, SAATH ,Ahmedabad, Gujarat**
- **September 2004 to October 2005 as HR Officer, CEE (Centre for Environment Education), Ahmedabad, Gujarat**
- **February 2001 to August 2003 as HR Officer, Reliance Communications, Bhubaneswar, Odisha**

Personal Information

Date of Birth : 10.07.1977
 Marital Status : Married