

# Tanvi Lotlikar

## Employee Experience & HR Operations

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### Profile

*Well organized HR professional bringing 5 years of superior experience in fast paced HR environments. Communicative & decisive with focus on improving and retaining quality in HR Operations - HR Shared Services & Employee Experience.*

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### Professional Experience

#### HR Operations Sr Analyst - Jefferies India Pvt Ltd

11/2024 - Present

- Responsible for managing the complete **Employee Lifecycle** and immigration processes for new hires across the USA, EMEA, and APAC regions.
- Provided guidance to new employees on HR systems, procedures, and required documentation.
- Handled invoice management and liaised with vendors for coordination.
- Collaborated with cross functional teams including **Oracle** and **PeopleSoft** to ensure data accuracy and seamless process flow.
- Responsible for monitoring **time offs tracking**, accruals and generation of actionable insights using Oracle.

#### Employee Experience Associate II, HR Operations - Endurance International Group (India)

07/2022 - 11/2024

- Managed all aspects of **employee lifecycle**, including onboarding, offboarding, and employee relations.
- Played a key role in automating, testing, and enhancing HR processes, participating in the implementation and improvement of HR policies, and collaborating with process owners from the **Workday** and **ServiceNow** teams to ensure data accuracy.
- Monitored employee **time-off** usage, accruals, and generated insights through time-off reports in the Workday application.
- Actively contributed to **employee engagement** through CSR initiatives, recognition programs, and employee surveys. Analyzed HR data from Glint engagement and exit surveys to support the development of effective HR strategies.
- Participated in **strategic discussions** to enhance HR applications and processes
- Communicated and collaborated with various **functional departments**, including payroll, finance, and procurement, to ensure smooth operations. Managed **vendor** relations for contract renewals and the resolution of system-related issues.

#### HR Shared Services Analyst - Teva Pharmaceuticals

10/2021 - 07/2022

- Led the complete **recruitment process** for 50 full-time hires across India.
- Managed the entire **employee lifecycle**, from hiring to retirement.
- Ensured **accuracy** and **attention to detail** in employee documentation and background checks.
- Worked closely with leadership to develop **recruitment strategies** and employee development plans.

**Trainee Test Engineer - Quality Kiosk Technologies Pvt Ltd (Tata AIG General Insurance Company)**

10/2019 - 02/2020

- Responsible for testing all aspects of the product like function, system, performance, regression and test cases execution with timely reporting of bugs.
- Responsible for creating test plans for products and executing it through automated as well as manual testing.

**Video Content Analyst - PACKT Publishing**

10/2018 - 02/2019

- Responsible for analyzing quality checks of videos for sound and clarity

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Education

MBA – Human Resources (PGDM) | Welinkar Institute of Management | Percentile – 80% 2020 - 2022

BE – Electronics and Telecommunication | St Francis Institute of Technology | Percentile – 64% 2013 - 2017

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Expertise

- Employee Lifecycle Management - Onboarding & Offboarding
- Employee Query Management
- Rewards & Recognition
- HR Reporting & Data Analysis
- Tools: Workday, ServiceNow, Employee Central Success Factors, Ramco, Ceridian
- Excelity Global, Oracle, PeopleSoft, Exenta
- MS Office
- Effective Communication & Interpersonal skills

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Awards & Recognition

Harvey Keitel Award: Operational Efficiency (2023)

- Dedication & continued support for all HR operational tasks with minimal intervention
- Playing a significant role in enhancing the overall employee experience within the organization

Languages

English, Marathi, Hindi

Certifications

- POSH Act India, 2013, Udeemy
- Labour Laws & Statutory Compliance
- CCNA R&S Qualified
- Software Quality Analysis & Testing