

Bupalam Abhinay

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5 years of experience in the HR field would like to work in the Human Resource area using the updated skills and understanding of HR trend in an environment that gives me scope to apply my knowledge, assume responsibility, and strive for collective growth and development.

HRM/HRIS Software implementation | On-boarding | Induction & Joining Formalities | Employee Engagement | Leave Management | HR- Operations | Talent Acquisition | MIS Management | Payroll | Compliance handling | BGV Verification | Exit Formalities.

Work Experience:

Working as a HR Generalist (Contract Role) in Secern Solutions (01- May -2023 to till date)

- Collecting and maintaining the mandatory documents from the candidates, generating Employee IDs for new- joiners and updating the new joiner's details in master tracker.
- Creation of PF, ESIC & Insurances accounts for the new joiners
- Collection of attendance from various departments, leave management and preparing the Pay-register for processing salary.
- Taking care of Exit formalities
- Implementing the HRM system, Employee grievances & Complaints handling.

Worked as Sr. HR Executive (PAN India) in Let's transport Pvt Ltd (19-April-2022 to 3-Feb-2023)

Having hands-on experience in various HRIS systems like Securax, Zoho (Zoho people, ATS, Zoho Payroll), Darwinbox applications.

Handling of HRM Software:

- Recruitment
 - Creating the new job posting in HRM software
 - Onboarding the candidate and issuing the offer letters through the Software
- Employee onboarding and maintaining up-to-date employee records.
 - Updating the New employees to the HRM application
 - Maintaining the Documentation records in the software.
 - Mapping the employees according to the hierarchy.
- Attendances Management
 - Circulating the attendance weekly bases to the employees & to the managers for updating attendance.
 - Creating the mapping from Bio-metric software to HRM to automate employee check-in and check-out status.
- Payroll in the HRM application.
 - Adding the employees to the payroll application and checking over all the necessary updates from the employee and Employer end.
 - Creating the pay register & pay slips through the software according to the inputs (salary advances, LOP, other earns, incentives, TDS, PF, ESIC, etc.).
- Exit formalities through the HRM software
 - Initiating the Exit process, updating regarding exit interviews, Exit dates & clearances in software
 - Creating and issuing the Relieving & Experiences letter through software.

HR-Operations:

- Currently handling payroll for 1200+ employees (having manual & Software handling payroll experiences) .
- Coordinating with the vendors on third-party payroll.
- Issuing Offer letters, Appointment letters, Appraisal letters, probation confirmation letters, relieving & experiences letters
- Planning the operational requirements for the admin team of new joiners and creating SOP's.
- Taking care of Joining Formalities, official mail id, ID cards, Business cards creation & Exit formalities.
- Explaining the HRM workflow to the new joiners and the employees
- Taking care of grievances regarding HRM or admin or mail id and other kinds of issues related to payroll.
- Circulating the Daily attendance/punch reports with the managers on a daily, weekly, and monthly base.
- Employee MIS Data Management.

Worked as Sr. HR Executive (PAN India) in Cogos Technologies (01-July-2020 to 15-April-2022)

Onboarding:

- Collecting and maintaining the mandatory documents from the employees.
- Generating Employee ID's for new joiners.
- Maintaining and updating the new joiner's details in master tracker.

Induction & Joining formalities.

- Taking care of all the joining formalities and importing the Induction to the new joiners
- Giving Presentation on Company's Core Business, Its Focus and Overview on Organizational Structure.

Employee Engagement

- Conduct Open House, Birthday Celebrations, Anniversary Celebration, Festive Celebrations and other employee engagement activities.
- Conducting team building games, Competition, Quiz programs and outdoor games.

Leave Management

- Maintenance of Attendance & working durations.
- Managing Employees leave allocations and leave balance.

Attendances Management:

- Circulating the mail to all the employees to update the attendances in HRM system
- Communicating with the managers regarding employee leaves and OD's
- Calculating LOP's, leaves and preparing attendances sheet for doing payroll.
- Preparing the input sheet.

MIS Management:

- Maintaining the employee data base
- Maintaining the resume database received through various sources.
- Maintaining monthly wise attendances records and leave records
- Maintaining employee Bank details for salary processing.
- Maintaining new joiners and active and resigned employee records
- Maintaining ID card and official sim card records of the employee

Exit Formalities:

- Processing Exit form to the employee.
- Explaining clearly about the clearness to get from all the departments
- Checking and sharing FNF statement.
- Processing the FNF.
- Issuing relieving and experience letter

Worked as HR executive in Careersproo Services Pvt Ltd (1 Feb 2018 – 23-jun-2020)

Work Responsibilities:

- Single point of contact for on-boarding the newly hired professionals
- Collecting and maintaining the mandatory documents from the employees.
- Preparing & Rolling out Offer Letters/Appointment letters to the new joiners.
- Generating Employee ID's
- Maintaining and updating the new joiner details in master tracker.
- Sharing of employee details with concerned managers, trainers and various departments like transportation, Payroll team for salary processing and for issuing ID cards.
- Filing and sending the documents to operations team.
- Maintaining the resume database received through various sources.
- Formulating the MIS (monthly information system) for all units including:
- The distribution of salary in the month.
- The number of people joined & resigned.

Exit Formalities:

- Separation Formalities
- Processing the Exit Form & Handover sheet to the Resigned employees
- Exit Interview
- Taking proper handover before Employee Exits from the concerned department

Academic Background:

10thclass from Bhashyam education institutions,
Kurnool , 2010 .

Intermediate from narayana junior college,
Kurnool , 2012 .

B Tech from G pullaiah College of engineering
Kurnool affiliated to juntu –A, 2016.

Declaration:

I hereby declare that the information and facts stated above are true to the best of my knowledge and belief.

Place: Bangalore

Yours Truly

Bupalam Abhinay