

I.T. Skills • Windows XP, Ms Office (Word, Excel: Look-ups; Pivot table; other basic functions ; Power Po
January 2006 Bachelor in Hospitality Management International Hospitality Management Queen Margaret U
January 2006 diploma Hotel Management International Institute of Hotel Management
HR

Skill Details

Hr Management- Exprience - Less than 1 year monthsCompany Details

company - Atri Developers

description - • HR Payroll Statutory Compliance Performance Management

company -

description - Employee Relations and Administration: Creating industry specific Policies, Procedure, Forms,

Payroll Management: Salary restructuring to process payroll of 600 employees.

• Validation of all input (Attendance, Leaves, and Salaries) before starting salary process.

• Processing accurate & error free salary of employees.

• Responsible for compensation and benefits administration.

• Coordinate with Accounts team for salary processing.

• Attendance & Leave record management

• Assuring prompt and satisfactory resolution of payroll related queries of all employees.

Statutory Compliance Management:

• Manage various statutory compliance requirements (PF, ESIC, PT, Gratuity, TDS etc calculations, ded

• Generate statutory reports like Form 16, Form 24Q. Conducting session with employees on Statutory P

• Shops and Commercial Establishments Act (S&E)

• The Payment of Gratuity Act 1972

Recruitment and Selection: Handling recruitment like job posting in naukri portal and coordination. Create an

Performance Management: End to end facilitation of PMS starting from creating Job Description & Appraisal

Training and Development: Conduct training need analysis and arrange various training session.

Employee engagement and Employee Welfare: Creation and deployment of Sales Rewards and Recognition

Working on Saral Payment Package- payroll software as well as on excel

Assisting MD in HR works, offering suggestions and answering employee queries on payroll compliance rela