

RELIAN MARY KHARISA

Mail :marysabell1904@gmail.com

HR EXECUTIVE/ HR ASSISTANT

SKILLS

- Talent Acquisition
- Management and Reporting
- On-boarding and Exit Formalities
- Employee Relations and Engagement Data
- Training and Development
- Strong Communication

TOOLS USED

- MS OFFICE G-SUITE
- SALESFORCE DALI
- PEOPLESOFT 8.9 VERSION
- ADP- US PAYROLL TOOL
- ADP WORKFORCE NOW
- ADP TOTAL SOURCE
- TIME and SYSTEM
- ATTENDANCE SYSTEM
- PEOPLE PORTAL
- CONGA
- ZOHO RECRUIT RAZOR PAY
- DOQFY
- REPUTS

EDUCATION

ST MARY'S COLLEGE

2011- 2014

- BCOM (HONS in HRM & ACCOUNTS)

SHILLONG LAW COLLEGE

2014-2017

- LLB (COMPANY,CORPORATE LAW, LABOUR LAW, IPC, CrPC)

WORK EXPERIENCE

HR - ASSISTANT | OFFSHOREWAVES

2023 - present

- WORKING FOR NURSING EVOLUTIONS (USA REMOTE)

- Onboarding employees
- Reviewing and approving Documents
- Benefits and Compensation
- Policy and decision-making
- Employee grievances.
- Conducting investigation
- Conducting References
- Criminal Background Check
- Pay cycle and payroll
- Off Boarding Employees
- Reports making.
- Training and Development

HR - ASSISTANT | AMAZON

2022

- Managed HR operations for a diverse group of US employees.
- Maintained accurate and confidential employees' files and records.
- Conveyed HR policies and procedures to employees at all levels.
- Compiled and processed attendance data.
- Record-keeping and timely payroll processing
- Approved leave requests.
- Policy and Decision Making
- Onboarding Employees.
- Payroll, Benefits, and Compensation.
- Leave and Accommodation Management.
- Exit Formalities.

HR - EXECUTIVE | WINZ SERVICES

2018- 2020

- Full Recruitment Life Cycle.
- Interviewing Candidate
- Salary Negotiation.
- Orientations and Induction
- Managed HR operations and Functions
- Maintained accurate and confidential employees' files and records.
- Conveyed HR policies and procedures to employees at all levels.
- Compiled and processed attendance data.
- Record-keeping and timely payroll processing
- Approved leave requests.
- Background Check
- Policy and Decision Making
- Onboarding Employees.
- Payroll, Benefits, and Compensation.
- Training and Development.
- Leave Management.
- Exit Formalities.

Technical Support | AMAZON

2020- 2021

- Troubleshoot and resolved issues with smart devices, such as Kindle, Echo devices, Fire tablets, speakers, smart TVs, smart plugs, smart bulbs, Echo Flex, Alexa app, and Kindle application.
- Registering devices to their accounts, and resolving Wi-Fi connectivity issues.
- Charge inquiries.,
- subscription cancellations, and initiating refund requests
- Managing accounts, setting up household profiles, adding payment methods

LANGUAGE Known : English, Khasi and Hindi

I HEREBY DECLARE THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO
THE BEST OF MY KNOWLEDGE.

Relian Mary Kharisa



Date: 1st Dec 2018

LETTER OF INTENT

Dear Relian Kharisa

We are pleased to offer you a Letter of Intent as HR Executive. This offer will be valid till the completion of this project or till the completion of your assignment whichever is earlier. The terms and conditions of your employment are as follows:

Section 1: Administrative

- a. Your position: **HR Executive.**
- b. Location: **Pune.**
- c. Nature of duties: You will be authorized to effectively carry out all the duties and responsibilities assigned to you by your superiors and others authorized by the company to assign such duties and responsibilities.
- d. Offer letter: Your Appointment letter will be issued when all your documents have been submitted to our HR department and your successful completion of the training program. The documents which are required to be submitted are:
 1. 10th standard mark sheet
 2. 12th standard mark sheet
 3. Marks card/degree certificate/provisional pass certificate for the degree completed
 4. 8 passport size photographs
 5. Proof of age (school-leaving certificate/birth certificate/SSC passing)
 6. Proof of address (ration card/lease agreement/sale agreement of current address)
 7. Proof of work experience (appointment letters/resignation letter/salary slips/relieving letters/experience letters for each of the organizations you have been employed)
 8. Proof of identification (voters id/driving license/valid passport/college id card/examination hall ticket/pan card with the photograph)
 9. Medical certificate (to certify general fitness and ability to work in night shifts. also, a declaration on ailments if any)

Note: please carry your original certificates for verification

Section 2: Financial Data

- a. Salary 22,000 (INR) without incentives.
- b. Incentives: As per the targets
- c. You will be provided Meals and Transport facilities when you join the company payroll.

Section 3: Company / Miscellaneous information:

- a. You shall be provided 7 days of free training. During the training period, you will not be on the payroll.
- b. Your training D.O.J will be **3rd Dec 2018** and your effective DOJ on the company's payroll will be w.e.f **3rd Dec 2018**.
- c. You shall be on probation period for **3 months**. Thereafter, your performance will be reviewed and if found satisfactory, your services will be confirmed by a letter of confirmation. During the probation period, your employment can be terminated by either side by giving a 2-week notice.

B-104, Mega Center, Hadapsar, Pune - 28

Cell : 9028838354



WinZ Services
Business Auxiliary Service

- a. Statutory deductions, if any, will be made from your salary as per the prevailing law of the country. However, for your income tax you shall be personally responsible for filling returns etc. the company will provide you the tax deductions Certificate, if applicable at the end of each financial year
- b. Your appointment shall be subject to your being declared physically fit. Even thereafter in case it is considered essential, you shall have to undergo periodical or special medical examination from such a doctor as may be nominated by the company for the purpose of determining whether or not you are medically capable of carrying out your duties and if you are found medically unfit your services are liable to be terminated.
- c. You will be required to maintain highest standards of personal conduct and integrity and comply with all the company policies and procedures. All acts of subversive of good conduct and discipline like insubordination action from the company
- d. That, during your employment with us, you shall not work anywhere else directly or indirectly part time, full time, honorary or in any other capacity without written approval of senior management and you shall not disclose to anybody any confidential information available to you in course of your employment with the company.
- e. For all other matters not herein specified the company's conditions of service and service rules and amended from time to time shall be applicable.
- f. Any instance of improper conduct, misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate dismissal. In such an event, payment of salary and all other payments shall cease as per the date of this dismissal. Improper conduct shall be deemed to include direct or indirect participation by the employee or authorized agents in a any political activity in any country or in any professional or business undertaking or activity that could lead to a conflict of interest.
- g. After the completion of probation period, the written notice of termination of this contract of employment will be one month by either party or one month's gross salary in lieu of notice period. In case you leave your employment without giving requisite notice, no relieving order will be issued and settlement of dues will be at the discretion of the management. the management reserves the right to deduct, as liquidated damages, an amount equal to 2 months gross salary from any amount that may be due to you and if the same is not available or is insufficient then the management shall have the right to recover such amount as found due from you in any manner deemed fit.
- h. Your appointment will be governed by the rules and regulations in vogue and amendments made from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with the management.

P.S. YOUR LETTER OF INTENT WILL STAND CANCELLED:

- 1) Your appointment is subject to performance evaluation on the floor for the first seven days.
- 2) Your date of joining will also be your date of payroll which will be void if you do not clear Certification and you cannot claim any payroll for the seven working days.

R. K. Jaiswal

I AGREE TO THE ABOVE TERMS AND CONDITIONS

Please sign the duplicate copy of this letter confirming your acceptance of the above terms and conditions of employment and return it to us for office records.

For **WinZ Services**



(Authorized Signatory)

B-104, Mega Center, Hadapsar, Pune - 28
Cell : 9028838354



WinZ Services
Business Auxiliary Service



Date:06/09/2020

TO WHOMSOEVER IT MAY CONCERN.

This is to certify that **Ms. Relian Mary Kharisa** was working in our organization from **03 Dec2018 to 01Sep 2020** as **HR executive**. Her last drawn CTC was **Rs. 2,64,000,- (Two Lakh Sixty Four Thousand Only)** W/o Incentive.

During her work tenure we found her loyal, honest and hard work.

We wish her all the best for her future Endeavour's.

For **WINZ SERVICES**.



Munnan Malabari
Proprietor

B-104, Mega Center, Hadapsar, Pune - 28

Cell : 9028838354

11-Jan-2023

Dear Relian Kharisa
Employee ID : 107786052

This is to confirm that you are relieved from the services of the company effective close of working hours on **30 Nov 2022**

We confirm that you have been working for **Amazon Development Centre India Pvt. Ltd., Hyderabad** from **16 May 2022** till **30 Nov 2022** as Fixed-Term Employee and your designation at the time of leaving the organization was **ERC ASSOCIATE, DLS (S)**.

With regards to the settlement of your dues please contact the HR department on queries, if any.

We would like to take this opportunity to remind you of the clauses pertaining to confidentiality agreement signed by you at the time of joining, especially emphasizing on Section 4(b) (i) and (ii) of the confidentiality agreement which is as follows:

Section 4 (b): While employed by the Company and for a period of twelve (12) months after the Date of Termination, without regard to the reason, if any, such employment shall terminate, the Employee will not, directly or indirectly, and whether or not for compensation, either on his or her own behalf or as an employee, officer, agent, consultant, director, owner, partner, joint venturer, shareholder, investor, or in any other capacity:

(i) induce or attempt to induce any employee, consultant, sales agent, supplier, customer or independent contractor of the Company to end his or her relationship with the Company, or

(ii) employ, retain as a consultant or contractor, or cause to be so employed or retained, any employee (or former employee within twelve (12) months after the date such former employee ceases to be employed by the Company), consultant, sales agent, or independent contractor of the Company;

These clauses stipulate that you will adhere to the terms & conditions specified in the clauses even after the period of employment with Amazon.

"For any future correspondence, please write to employmentverifications@amazon.com or call Toll Free 1800 3000 2058"

We at **Amazon Development Centre India Pvt. Ltd.** wish you all the best in your future endeavors. For **Amazon Development Centre India Pvt. Ltd.**

Samrat Dasgupta

Sr. PXT Expansions PM, APAC

Signature Not Verified

Digitally signed by DS
AMAZON DEVELOPMENT
CENTRE (INDIA) PRIVATE
LIMITED(1)
Date: 2023.01.11 19:46:53
IST
Location: Bengaluru

