

DARPAN DWIVEDI

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PROFESSIONAL SUMMARY

Dedicated HR Operations professional with a proven track record of optimizing HR processes and enhancing employee experiences. Skilled in HRIS management, compliance, and talent acquisition, ensuring seamless operations. Seeking opportunities to leverage my skills and experience to contribute to an organization's growth and success.

WORK EXPERIENCE

Varite India Private Limited (Client Location LinkedIn) | Bengaluru, Karnataka/India

Associate, HR Operations | March 2022 – Present

- **Employee Offboarding:** Demonstrated expertise in managing the end-to-end employee offboarding process, ensuring a smooth transition for departing employees.
- **Compliance and Audit:** Well-versed in maintaining rigorous compliance with labor laws and regulations. Proactively conduct regular audits to ensure accuracy in payroll and PF processes, minimizing risks and errors.
- **Communication and Coordination:** Effective communication with various departments and stakeholders to coordinate the departure process, including IT for access termination and facilities for equipment return.
- **Technology Integration:** Skilled in implementing HRIS (Human Resource Information Systems) to streamline and automate payroll and PF functions. Proficient in using software like Workday, Oracle Peoplesoft, for efficient data management.
- **Compliance and Audit:** Well-versed in maintaining rigorous compliance with labor laws and regulations. Proactively conduct regular audits to ensure accuracy in payroll and PF processes, minimizing risks and errors.
- **Payroll Management:** Proficient in overseeing end-to-end payroll processes, ensuring timely and accurate disbursement of employee salaries. Experience in handling complex payroll calculations, deductions, and statutory compliances.

Cheval Infotech (Own Business) | Banswara, Rajasthan/India

Managing Director | July 2020 – January 2022

- Started a coaching classes of MS Office
- Complete business management

Cerner health Care Solutions India Private Limited | Bengaluru, Karnataka/India

HR Shared Services Specialist | August 2016 – August 2019

- End to end Onboarding
- Employee Letter Management
- Proficient in Avaya and Remedy tools for efficient query management, demonstrating expertise in streamlined communication and issue resolution.
- Payroll, Benefits, and compliance activities.
- End to end offboarding process India, APAC
- Probation process, Background verification process, Business Visa Letters.
- Maintain HR documentation through tool and make sure to upload it on tool for Audit purpose.

Artech Infosystem (Client Location United Health Group | Bengaluru, Karnataka/India

HR Operations Specialist | July 2015– July 2016

- End to end Onboarding Induction and Joining formalities.
- Set up of Onboarding Process, Induction, and briefing sessions.
- Update and Maintain **HRIMS** database for UHG India entities.
- Managing end to end **HR** processes and procedure.
- Ensure 100% compliance with all internal and external processes, procedures, and applicable HR policies.
- Ensure 100% data accuracy while updating employee records and files, while providing payroll inputs
- Generate and present **HR** Related monthly MIS and Dashboard Manage
- Resolve service requests and capture in Case Management Tool, a PeopleSoft tool.
- Execute key HR processes such as hiring, position changes, transfers, pay changes, absence management and termination and meet the SLA targets for the process.
- Uses procedures, policy manuals, knowledgeable tools and/or other reference materials to assist in resolving inquiries or issues.
- Troubleshoot and work with Tier-1 and other support functions in resolving employee queries.
- Strong working knowledge of Oracle Taleo, People Soft.

EDUCATION

Master of Business Administration, Acharya Bangalore B-school 2009 - 2011

Bachelor of Arts (Hindi, Political Science and Geography) Govt College Banswara 2003 - 2006

CERTIFICATIONS

Advance Excel Certification 2020

VBA (Visual Basic for Application) 2020

SKILLS

- MS Office Excel Word and PowerPoint, Google Sheets, Outlook
- Workday, DocuSign, Service Now
- Smart Recruiter, HRIS (Peoplesoft)
- Remedy, Avaya, Smart Sheet
- Automation, Power Bi and Knowledge on Power Automate.

ACTIVITIES AND INTERESTS

- Taking charge of the entire offboarding process demonstrates a commitment to thoroughness and professionalism.
- Efforts to minimize human intervention not only reduce errors but also contribute to a more streamlined and time-efficient offboarding experience and Driving automation processes is a strategic move towards efficiency and accuracy in handling offboarding tasks.
- Creating a positive work environment has a direct impact on overall employee satisfaction and retention.
- Taking on the role of a Fun Event Coordinator reflects a commitment to fostering a positive and engaging workplace culture.
- Assuming ownership of the End-to-End Provident Fund (PF) process showcases a dedication to financial well-being for both employees and the organization and Coordination with vendors and prompt resolution of issues exemplify a proactive approach to PF management.