



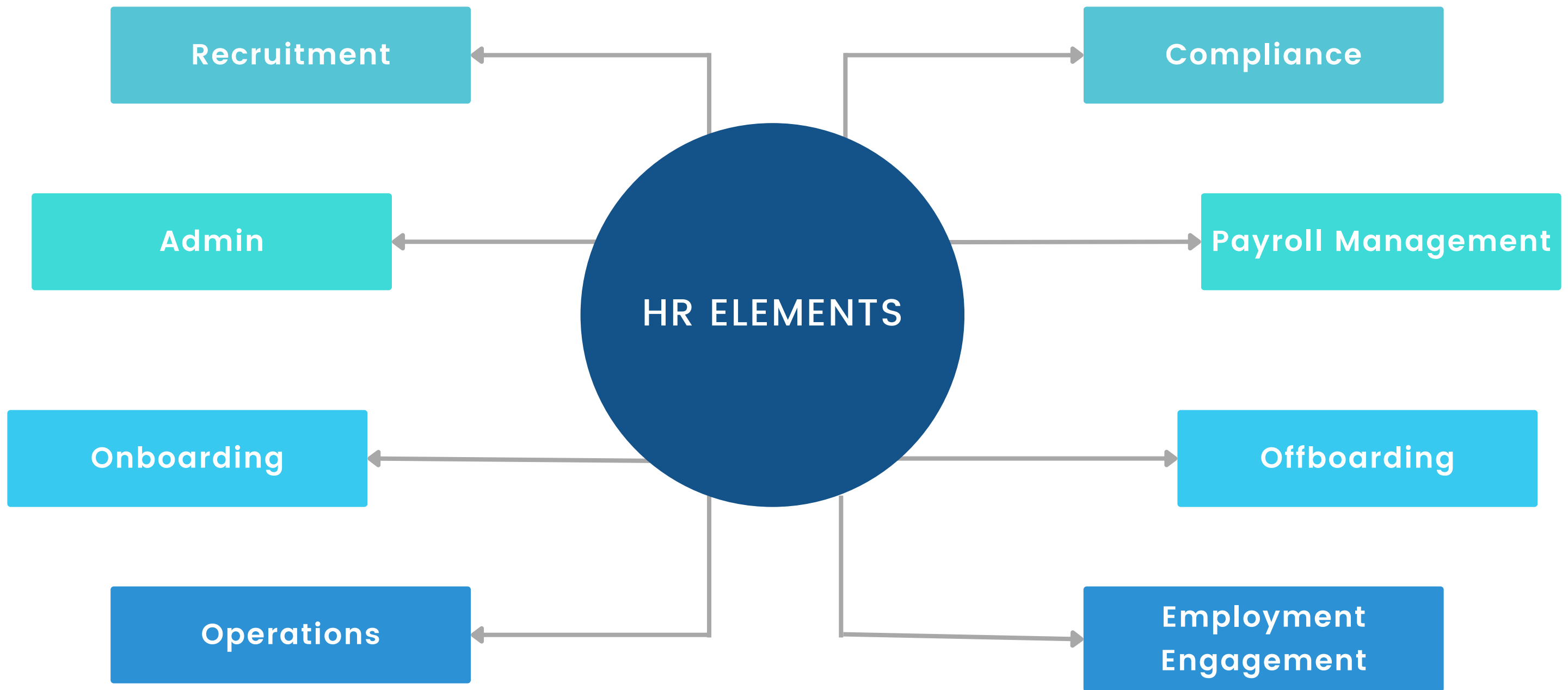
Himalivaaya@gmail.com

6356051279

Hemali Vaiya

I specialize as an HR
consultant, focusing on HR
operations, policy
development, payroll
management, compliance, and
tailored training solutions.

HR Activities Implemented



Onboarding & Offboarding

Organize a new hire's first month on the job so they know the expectations of each department



Onboarding	Welcoming Team	Offboarding	Exit
Documentation & BGV	Coordinate with the background verification team for new employees, ensuring consent, collecting documentation, verifying information, conducting checks (including criminal and credit, if applicable), adhering to regulations, evaluating findings, and maintaining confidentiality.	Resignation Intimation & Exit Interview	Receive and process the employee's resignation or termination notice. Conduct an interview to gather feedback and insights from the departing employee. Tools Used: Workday,Kredily,Exit Portal, Service Now .
Orientation	Organize orientations by scheduling sessions, preparing materials, outlining agendas, assigning presenters, facilitating interactions, and gathering feedback for continuous improvement.	Admin	Retrieve company property, deactivate access to systems
Compliance & Operations	Ensuring that the new employee comprehends and adheres to company policies, procedures, and legal obligations.	Exit Clearance	Obtain clearance from various departments confirming completion of responsibilities.
Workspace Setup:	Coordinate workspace setup, equipment, IT access, and provide managers updates on new joiners' readiness.	Documentation	Complete necessary paperwork, such as exit forms and confidentiality agreements, Relieving Letter and FNF letter.

PAYROLL MANAGEMENT

1
Data Collection

2
Calculations

3
Compliance

4
Payment & Support

5
Record-Keeping

POLICIES AND PROCEDURES

1

LEAVE
POLICY

2

POSH
POLICY

3

DRESSCODE
POLICY

4

ATTENDANCE
POLICY

5

DEMISE CASE
POLICY

Recruitment

Tools Used :

Jobvite – For Scheduling Interview and store profile for future openings

Naukri, Indeed and Shine– For sourcing profiles.

Outlook and Google meet– For scheduling Interviews with the managers.

1

Job Vacancy

2

Job Analysis

3

Job Posting

4

Sourcing and screening

5

Interviewing & Decision Making

Offer & Negotiation

ADMIN TASK

1
SEND COMPANY ITEMS
TO NEW JOINERS

2
Get
Acknowledgment
Over mail/Register

5
Provide Clearance
sheet once
received clearances
from all the
department.

4
On the Last working
day collect all the
necessary items from
the employee

3
After Intimation of
Resignation check
the list of company
Items with the
Employee