

RUCHITA BAKSHIPremium CV Featured Resume

HR Manager seeking roles in Human Resource Management,Talent Acquisition,Performance Management,Employee Engagement,Statutory Compliance,Payroll Management,Manpower Management,Learning & Development,Recruitment,Employee Welfare,Employee Relations

Current Designation: HR Manager

Current Company: Hindustan Coca- cola Beverages Pvt. Ltd.

Current Location: Jammu

Pref. Location: Jammu,Srinagar

Functional Area: HR / Administration / IR

Role: HR Manager

Industry: FMCG/Foods/Beverage

Total Experience: 11 Year(s) 0 Month(s)

Notice Period: Currently Serving Notice Period

Highest Degree: MBA/PGDM [HR and Marketing]

Key Skills: HR Manager,Human Resource Management,Talent Acquisition,Performance Management,Employee Engagement,Statutory Compliance,Payroll Management,Manpower Management,Learning & Development,Recruitment,Employee Welfare,Employee Relations

Verified : Phone Number | Email - id

ID: ce6bf0d0983b4b1a80e9640c011a1a2aLast Active: Jul-Sep 2020Last Modified: Jul-Sep 2020

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Summary

HR professional with 10 years of experience in handling Human Resource Management, Payroll Management, Casual & Contract Management, Learning & Development, Training, Event Management, Recruitments , Sales HR & Statutory Compliance.

Currently associated with "Hindustan Coca-Cola Beverages Pvt. Ltd. As HR Factory Manager.

Experience in handling modern HR systems with skills in maintaining harmonious relations among management and employee as well as ensuring prompt resolution of employee's grievances.

Experience in organising internal & external training programmes.

Succession Planning done to identify the Talent Pool for the cross functional exposures/Promotions, People Productivity, Monthly Reviews PEC, Top performer /Bottom Performer.

Conversant with recruitment, induction programmes, performance management & exit interview process. (SAP)

Experience in planning and handling casual & contractual manpower.

Work Experience

Hindustan Coca- cola Beverages Pvt. Ltd. as HR Manager

Jul 2009 to Till Date

Issuing appointment letters to newly hired employees.

Creating and maintaining database, personal files / records of employees.

Maintaining daily attendance

Prepare MIS report, i.e. manpower and Salary & Wages, department wise, blue & white collars wise and sanction v/s actual wise.

Renewal of labour contract and renewal Registration Certificate under contract labour Act.

Audit contractors bill and other statutory registers, returns and challan paid by contractors and maintain monthly record of its.

Monitoring Continuous absenteeism and issuing absenteeism memo.

Prepare salary statement & Payslips.

Creating & submitting online ESIC Monthly Challan, EPF Monthly return & welfare return to ensure statutory compliance on time.

Maintain various register under Factory Act, i.e. leave with wage register, bonus register, overtime register, accident register etc.

Completing all resignation & processing clearance form (no dues) and releasing letter as well as Full and Final Settlement letter.

General administration- Supervision & monitoring movement of Housekeeping, Security Staff & canteen area and staffs.

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Education

UG: B.Tech/B.E. (Information Technology) from Hindustan College of Science and Technology, Agra in 2006

PG: MBA/PGDM (HR and Marketing) from Shri Mata Vaishno Devi University, Jammu in 2009

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IT Skills

Skill Name	Version Last Used	Experience
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MS Office, C++, C, Java, ASP. Dot Net		
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MS- outlook & Internet Applications		
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