

Charu TyagiFeatured Resume

HR Manager seeking roles in Human Resource Management,Recruitment,Attendance Management,Talent Acquisition,Manpower Planning,Salary Negotiation,Employee Engagement,Exit Formalities,Statutory Compliance,Employee Management,Administration

Current Designation: HR Manager

Current Company: EMPEZAR LOGISTICS PVT. LTD

Current Location: Gandhidham

Pref. Location: Chandigarh,Noida,Delhi

Functional Area: HR / Administration / IR

Role: HR Manager

Industry: Courier/Transportation/Freight

Marital Status: Single/unmarried

Total Experience: 4 Year(s) 8 Month(s)

Notice Period: 1 Month

Highest Degree: MBA/PGDM [HR and Marketing]

Key Skills: HR Manager,Human Resource Management,Recruitment,Attendance Management,Talent Acquisition,Manpower Planning,Salary Negotiation,Employee Engagement,Exit Formalities,Statutory Compliance,Employee Management,Administration

Verified : Email - id

ID: afdac07c8eb24584b2e572eb42ee1862Last Active: 17-Sep-20Last Modified: 17-Sep-20

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Summary

Result oriented professional with over 4 years of experience in Human Resource Management, Recruitment, Attendance Management, Talent Acquisition, Manpower Planning, Salary Negotiation, Employee Engagement, Exit Formalities, Statutory Compliance, Employee Management, Administration

Work Experience

EMPEZAR LOGISTICS PVT. LTD as HR Manager

Jun 2019 to Till Date

1. Recruitment & Talent Acquisition: Handling entire recruitment, Manpower Planning/Mapping and fulfilment of positions for operations, interviewing candidates. Communicating opening with vendors, coordinating with vendors for line-up & feedback, Timely cross checking & verifying Hiring Tracker, Conducting Value interviews, screening candidates, competency mapping. Involved in salary negotiations and fixations, offer generations etc. Ensuring completion of joining formalities within TAT. New Joiner activation in the system, Employee Id creation, other related works. Conducting HR session during Induction and training for new employees. A. Payroll & Compliances: Managing Saviour Office attendance application, Payroll inputs, Cross checking & validating attendance data with bio metrics inputs other deductions of on-rolls and off rolls employees, updating bank accounts, consolidate attendance of all responsible units & handover to concern person with proper format on timely basis and coordinating with them for timely pay-outs. 2. Employee Engagement: Handling employee queries and grievances related to HR processes & policies. Conducting quiz, competitions, contests to ensure maximum participation & recognition. Coordinating activities related to employee welfare, health and wellness, birthday celebrations, on monthly basis. Stress buster & Team building activities through fun and work & other activities. Maintaining a transparent and conducive work culture by conducting open houses on a regular basis.

3. HRIS & MIS: Preparing & sharing various monthly dashboards and reports. Providing the reports cross functionally as and when required. 4. Letters: Issuance of Offer, Appointment, Warning, Transfer, Re-designation, Address proof, termination & Relieving letters etc. 5. Exit Formalities: Facilitate exit formalities for departing Employees. Conducts exit interviews & Background verification for ex-employees. Own Full and Final Settlement activities for ex-employees, handle related queries. Taking care of Employees code of conduct and Disciplinary issues.

6. Statutory Compliances: Keeping a track and meeting the statutory requirements and deadlines (Gratuity, PF, ESI, and other related compliances). 7. Formulation of Policy and Procedures: Prepared various policies and procedures in regard to employee benefits along with my manager guidance. 8. Assistance in legal matters: Promote healthy relationships between staff and management through mediation and handling labour disputes, visiting labour Offices/Courts/Government Offices for employee cases, Present for legal audits like Drug Inspection, Fire Inspection, etc. 9. Administration: - * Vehicle management (fitness, insurance). * Cab management. * Vendor management. * Co-ordinate with accounts. * Monitoring of Housekeeping activities at Company Premises. * Processing of bills & payments. * Handling of Security Staff. * Stationery & Office Item. * Maintenance of furniture fixtures/company's asset. No movement of fixed assets from the office premises. * Checking of smoke detector/fire extinguisher and its renewal date. * Renewal of rent agreement and shops & establishment act license

B.M AUTOLINK, NEXA as HR/Admin Manager

Apr 2017 to Jun 2019

Key Responsibility: * Attendance Management * Recruitment * Administration * Contractor's Management * Event Organisation * Training and development Trained interns to enhance their personality so that they can develop good leadership skills and to work as a team.

Front Row Media Pvt. Ltd.(Millennium Post) as Asst. Manager HR

Apr 2016 to Jan 2017

Key Responsibility :

Attendance Management

Recruitment

Coordination with Accounts department.

Administration

Employee Management

Majithia board and EPF

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Education

UG: B.Com (Commerce) from D.A.V Girls Collage -Kurukshetra, (Affiliated to Kurukshetra University) in 2011

PG: MBA/PGDM (HR and Marketing) from Tilak Raj Chaddha Institute of Management and Technology, Yamuna Nagar. in 2013