

DESIGNATION: HR ASSISTANT
Professional Summary

Human resources coordination and management professional offering a strong background in employee training and development, new hire orientations and employee relations. A Committed HR Professional with around 3.5 years of qualitative experience in HRD/Administration including Recruitment & Selection, Performance Management System, MIS & HRIS, Employee Master, Training & Development and HR ISO documentation.

Core Qualifications

- New employee orientations
- Maintains confidentiality
- Human resources audits
- HRMS
- HR policies and procedures expertise
- Staff training and development
- MS Word, MS Excel and MS Power point.

Experience

Designation: HR Assistant Mar 2008 to Jun 2010

Company Name - City , State

Recruitment :

- Sourcing and short listing resumes from job portals, jobs postings and internal data bank based on Recruitment Specifications and needs given.
- Sending the screened profiles to the indenter, obtain the shortlisted profiles from indenter and coordinate the Interviews.
- Preliminary screening of candidates at junior and middle level.
- Preparing and Issuing offer letters to selected candidates.
- On boarding process and induction programme for the new joiners.
- Completing joining formalities and preparing appointment letter and Salary break up.

Performance Management System:

- Assisted in design and development of Performance Appraisal Forms and setting up of new appraisal system.
- Assisted in identifying and designing the Competency Framework.
- Assisted in Conducting of PMS Awareness workshops to all employees across the group.
- Guide employees to fill-in Performance Appraisal Forms by clarifying their doubts.
- Assisting executive staff in designing KRAs.
- Interact with functional heads and ensure receipt of Appraisal forms within the time frame.
- Increments through the Grading & Percentage

Accountable for MIS, HRIS and Employee Master :

- Making a consolidated list of additions, separations, transfers (in/out), Regularized of all department/Process.

- Compilation, preparation and generation of reports in different formats.
- Preparation of Employee attrition rate details (Business, Cadre and Function wise) and reasons for Separation of Employees.

Training and Development:

- Identification of Training needs based on Performance Appraisal.
- Planning of Training Programs, Preparation of Training Calendar & Preparing training budget
Identifying the internal and external trainers Arranging internal & external training for employees.
- Archival of training material Maintaining training records & evaluating effectiveness of training.
- Keeping track of trainings provided to the new joiners (OJT)

Leave & Attendance:

- Collection of attendance particulars, list of joiners, separations, confirmations, regularization and transfers of employees for preparing pay sheet.
- Obtain details of employees salary advances, TDS Deductions and other recoveries if any, from Accounts department.
- Making entries and necessary changes in pay sheet to generate payroll.
- Prepare pay sheet and sent to accounts department for processing salary payments.
- Prepare individual bank advices showing the salary amounts to be deposited in individual employee accounts.
- Updating the leave balance of the employees as per the attendance reports.

HRIS :

Tested and uploaded and running live data into Greytip software since testing to go live.

Additional Responsibilities :

- Maintaining personal files of an employee as per ISO audit requirement.
- Updating ISO HR dash board.
- Handling employee grievances.
- Solely responsible to do the documentation for the HR team for certification of ISO 9001:2000 Exit interviews and formalities
- Drafted department-specific employee announcements.

Management Trainee, QA Aug 2007 to Dec 2007

Company Name - City , State

- Involved in the quality process of various projects according to ISO 9001:2000 standards.
- Monitoring the fortnight reports and quality objectives for the projects assigned.
- QMS Induction for the new joiners.
- Arrange kick off meeting for all the projects
- Informing the project leads about the statutory compliance of documents .
- Took training of Software Development Life Cycle.

HR Coordinator Nov 2006 to Apr 2007

Company Name - City , State

- Screening profiles using various job portals & shortlisting candidates as per the requirement
- Coordinating with the recruitment head at the time of walk-In's
- Conducting telephonic interviews and scheduling for next levels of interviews
- Preparing offer letters and appointment letters for the new joiner's
- Completing all the joining formalities and sending the training schedule to the respective Department head and the joiner
- Induction to HR policies and introducing the employee to all the departments and creating a friendly environment for the new joiner to work
- Responsible to maintain hard and soft copy of all employees records
- Worked with employees and management to address staff members concerns
- Managing all HR administrative issues related to personal files , employment contracts , work confirmations and notification letters
- Managing exit formalities and conducting exit interviews
- Administered performance appraisals

Skills

HRIS, ISO, Recruitment, Performance Appraisal, Training & Development, Leave & Attendance, Entry & Exit

Education

MBA , Human Resource 2005 Bankatlal Bhadraka Collage - City , State , India

B.COM , Commerce 2003 Pt.Ravishanker Shukla University - City , State , India

Languages

English : Advanced and Fluent

Hindi : Advanced and Fluent

Telugu : Advanced and Fluent

Bengali : Conversational

Spanish : Conersational

Personal Information

DOB : September 28th , 1982

Nationality : Indian

Marital Status :Married

Visa Status : EAD