
OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

D3V Technology Solutions Pvt Ltd
HR Generalist

March 2022 - Present

Monthly Payroll processing calculations.

The first point of contact for all the Employees getting onboarded

Verifying and processing payroll with Night shift Allowance, Reimbursement of charges, Additional working hours, Etc

Maintaining Google Calendar for Birthdays, Work-Anniversary, Leaves, Company Holidays.

Keeping track of employees through daily stand-up, giving reminders through Messages or Mails

Conducting Induction & Orientation for New joiners, keeping up with the followup till Technical Onboarding.

Collecting and Maintaining Employees Joining documents files and details in the master database.

Sourcing Profiles from portal Naukri, Internshala, Hirect, LinkedIn and screening them one-to-one through call Interviews.

Handling Employee Grievances, Discipline, and one to one coordination to promote fair and transparent Working Environment.

Handling and recording the Employee of Month and Star of Week Awards.

Buying and creating Swiggy/Zomato/Amazon vouchers for employee Awards.

Maintaining sourced profiles in a database for future references, and to avoid any duplication of profiles.

Monthly Maintaing of Reimbursement sheet for Certificates, Mobile Bill, Internet bill, Laptop Fixation charges.

Arranging Fun-meetings, Quiz Competition, All hands Meetings, Announcements meetings, Success Meets etc.

Helping Senior HR with the creation of Performance Appraisal file, arranging discussion meets with PM and Senior Management, to rate them on base of their performance.

Keeping check on Companies Inventory sheet.

Arranging Management accommodations at the time of meetup.

Managing the Exit process stages.

Responsible for official letters, revoking excess of Email, Slack and Clickup.

Creation of Incrememt letters sending across with Annuxures.

E4 Software Services

2021 - 2022

Talent Acquisition

Handled End-to-End Recruitment for all levels of hiring

Worked for Clients from MNC and Start up companies.

Lead a team of 4 HR Consultants.

Maintaining on Inhouse ATS system of all previously sourced candidates to avoid duplication or mismatch of profiles.

Mapping of target companies and headhunting to ensure a regular supply of candidates and follow-up till closures and post-closures.

Expert in IT hiring in Technology and Product Development roles across business functions.

Sourcing profiles through Naukari and Monstar at times of Urgent Need.

Co-ordinating with Technical Panels and clients HR for scheduling Interviews.

Coordinator between Clients and candidates or Client's and Vendors.

Lining up Candidates for Google meet, Microsoft teams , Skype video call, or Calling Interview.

Merwans Cake Stop

October 2020 - August 2021

Manager

Monitoring of day to day Purchases & Sales.

Profit and Loss Accounting.

Preparing of Employee Salary Statement.

Recording of the Stock in / Stock out and Preparation of GRN.

Taking Interviews for hiring staff.

Maintaining Attendance sheets, Item loss sheet, Expense sheet and Monthly

Consolidation sheet of profit.

Keeping Record of online purchase of Cakes through Zomato and Swiggy.

Responsible for daily mails, scheduling of employee working shifts, handling system like Ibag (Merwans cake system).

EDUCATION

University of Mumbai

2017- 2020

Bachelor in Accountancy and Finance

University of Mumbai

2020 - 2022

Master in Accountancy

Welingkar Institute of Management

2022 - 2024

Post Graduation Diploma

SKILLS

Team Leading

Co-ordinator

Pro- Active

Decision - Making