

Bhumika Shah

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PROFILE SUMMARY

- Aspiring for challenging assignments in Human Resource Management with an organization of repute.
- HR Professional with 6 years of comprehensive experience in HR Generalist functions.
- Possess strong communication and inter-personal skills. A quick learner with ability to work under pressure and meet deadlines.

AREAS OF EXPOSURE

Performance Planning & Appraisal
Time & Attendance Management
Payroll

SAP HCM Module
Insurances & Retiral Benefits
Training & Development

HR Information System
Joining & Exit Formalities
Recruitment & Selection

EMPLOYMENT DETAILS

Since July-2017: Gujarat State Petronet Ltd (GSPL), Gandhinagar as Assistant Manager (HR)

April-2013 – June-2017: Appointed as Senior Officer (HR)

April-2012 – March-2013: Joined as Management Trainee (HR)

Key Result Areas:

Performance Planning & Appraisal

- Process for approval of Company KPA's at the start of the year.
- Circulation of PPA Forms for the assessment and review year and Ensure that KPA's are set and received in respect of all employees within stipulated timeline.
- Ensure timely receipt of reviewed PPA forms and Preparation of scorecard and list of promotions due for the assessment year.
- Process for approval of PRC (Performance Review Committee) towards Performance Incentive (PI) allotment and Performance Incentive (PI) disbursement amount and submit the same to Payroll Administrator for disbursement.
- Process for approval of PRC (Performance Review Committee) towards employees due for promotion as per policy guidelines vis-a-vis the approved manpower plan for vacancies
- Issuance of Office Orders in respect of employees promoted and ensure the revised impact in salary is given in coordination with Payroll Administrator.
- Maintained detailed MIS of PPA ratings for all employees.

Time & Attendance Management

- Generate leave quotas as the start of the calendar year, Updation of leave records and resolving employees' attendance (bio-metric) and leave queries.
- Capturing and uploading fingerprint (bio-metric system).
- Submission of quarterly leave details to Finance for accounts finalization.

Payroll

- Execute monthly / annual entries in SAP PA Module before Payroll run every month.
- Compilation of Payroll variance, analysis and troubleshooting before posting to SAP FICO Module.
- Submission of FI Report and raising Debit Note to respective group Company.

SAP HCM Modules

- Necessary entries in SAP for different PA actions (joining, absorption, confirmation, extension of contract, relieving, organizational reassignment, mini master hiring, etc).
- Mapping of reporting relationships through organization management (OM) module.
- Leave Quota generation in Time Management (TM) module at the start of calendar year.
- Updation of personnel records through ESS portal.

Insurances & Retiral Benefits

- Renewal of insurance schemes (Group Personal Accident Policy, Life Insurance Policy) and retiral schemes (Gratuity & Superannuation Scheme).

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- Implementation of above schemes through tendering process by 1st January and ensure receipt of renewed policy document in compliance to RFQ.
- Fortnightly / Monthly process for mid-term joiners / leavers as per policy.
- Monthly submission of superannuation contribution to the insurer.

Training & Development

- Preparation of training calendar at the start of Fiscal year and ensure training participation for all employees as per individual training needs identification (captured through appraisal forms) and organizational training needs.
- Coordinate with admin for travel and accommodation, Maintain training MIS and feedback forms.

HR Information System

- Gathering of HR related data of previous month from respective process owners by every month end and submit analysis and comparative study of various HR parameters to the Management by 7th of next month.
- Update and maintain personnel records (SAP) and personnel file.

Joining Formalities:

- Complete the formalities on joining of new joiners and maintain new joiner's report.
- Securing employee's personnel file and joining documents.
- Facilitating official email activation, desktop arrangement, coordinate with admin for transport and seating, coordinate for salary account opening,
- Preparation of Induction schedule for trainees recruited through campus and ensure proper induction training to them and placement in the respective department.
- Generating employee IDs through SAP HCM Module and timely issuance of appointment letters.

Exit Formalities:

- Ensure smooth separation process for resigned employee, processing No Dues Certificate, proper handing-taking over, exit interview feedback, issuance of relieving letter.
- Preparing Full & Final settlement report.

Recruitment & Selection:

- Facilitate committee members in initial screening and shortlisting of resumes for final list of candidates to be called for interview process.
- Prepare and dispatch call letters, coordinate for interview process and process for travel reimbursement of the candidates.
- Seeking approval for the selection of candidates, CTC to be offered, prepare and dispatch offer letters.
- Addressing queries of joiners regarding pay, date of joining, location, CTC, etc.
- Coordinate for pre-employment medical check-up and reference check up for the candidates scheduled to become employees.

EDUCATION DETAILS

2010-2012 – MBA (Major-Human Resources, Minor-Marketing) from Institute of Management, Nirma University

2005-2009 – B.Tech (Instrumentation & Control) from Institute of Technology, Nirma University

PERSONAL DETAILS

Date of Birth: 12th March 1988

Languages Known: English, Gujarati, Hindi