
PROFESSIONAL SYNOPSIS

Develop my career in an organization by contributing to its success and growth. Thus leading to a successful and responsible position in the organization.

Adapt at handling day to day activities in co-ordination with internal / external departments for ensuring smooth business operations.

FUNCTIONAL SKILLS

- | | |
|---|--------------------------------------|
| • Employee life cycle | • Maintain outsource employees |
| • Payroll | • Employee Engagement |
| • Performance Management(KRA,KPI) | • Bill processing & payment schedule |
| • ISO, Internal Audits | • Vendor Management |
| • Human Resource Information System (HRIS), PMS | • Printing & Stationery |
| • Statutory Compliances (Factory Law) | • Grievances Handling |
| • Training & Development | • Maintenance of petty cash |
| • Drafting SOP & HR policies | |

CAREER DETAILS

Organisation: Rajeshwari Labels Manufacturing

Designation : HR Manager - *From September 2017 to June 2019*

Organisation: Jakson Limited

Designation : Team Member - Administration - *From Jun 2012 to May 2017*

Freelancer Consultant :

Jan 2023 onwards (various HR process)

JOB DESCRIPTION – IN DETAIL

Responsibilities – HR

- Handling the entire recruitment cycle from sourcing, screening till joining, handling consultant.
- To coordinate annual health check-up to staff and out sourced staff.
- Co-ordination for interviews, feedbacks & selection
- Joining, relieving & exit formalities.
- Coordinating manpower planning and succession planning.
- Time Office Management (Biometric)
- Drafting standard SOP & HR Policies as per ISO standard
- Leave and attendance record, Payroll , worked on SAP and HCM, HRIS
- Induction and training as per ISO standard.
- Conduct Internal audit of company, factory and store.
- Working on KRA, KPI and Balance Score Card and submit report half yearly for performance evaluation.
- Looking after all the statutory compliances involving ESI & maintain all the registers under Shop & Establishment Act (Govt. Norms) like attendance register, wage register, employee register, overtime register, leave register etc.
- Factory Law
- To co-ordinate employee engagement events. Picnic programs for staff / workers welfare.

Responsibilities – Admin (CAS)

- Admin related vendor bill entry, verification and processing through HRIS
- To improve internal customer satisfaction in all admin related service.
- To process our staff reimbursement bills (Local conveyance & Travel expenses)
- Co-ordinating in internal & external events management for the group functions.
- General administration
- To maintain petty cash (Up to Rs.20,000)
- Vendor Agreements, AMC's renewal process
- Insurance & Mediclaim
- House keeping management

Responsibilities –Corporate Social Responsibility (CSR)

- Planning & organizing CSR activities for the workers, their families.
- To coordinate awareness programs on Alcohol & smoking.
- Organized various fun games for children below 6 years.

Staff welfare

- Guest house, family quarters & bachelor accommodation allotment.
- First aid medicine & ambulance arrangement.

SCHOLASTICS

- ✧ Pursuing HR Analytics from XLRI Jamshedpur
- ✧ PG Dip. In Human Resource Management from Maharishi Arvind Institute of Management, 2011 (First Class)
- ✧ M.Com.(Business Administration) from University of Rajasthan, 2011.(First Class)
- ✧ Bachelor of Commerce (Hons.) from Calcutta University, 2004 (First Class)

COMPUTER & TECHNICAL KNOWLEDGE

- ✧ Work experience in SAP ,HCM, Intranet,HRIS
- ✧ Having advance knowledge to work with MS Office – Word, Excel, PowerPoint.

PERSONAL DETAILS

Date of Birth	: 10 th December, 1986
Husband Name	: Mr. Abhishek Panchal (Working with Civil Aviation GOG)
Present address	: Silver Harmony, D-103, Nr. ICB, Off. S.G.Highway,Gota, Ahmedabad - 382481
Marital Status	: Married
Gender	: Female
Languages	: English,Hindi, Bengali,Gujrati (Understand)

It would be a great opportunity to work in an organization like yours that fosters a continual learning environment, provides opportunities for growth to carve out a position in the field of HR & Administration.

Thanks & Regards,

Tara Sharma