

P. Sreeja

Sr. Executive - HR

Focused HR and Administrative professional with 10 years of experience in managing a spectrum of Administrative and Human Resource programs, services and functions.

Contact

Sarkhej, Ahmedabad,
Gujarat - 382210

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Skills

- Knowledge in IATF & VDA 6.3 Audit
- Bridging Management and employee relations by addressing demands, grievances, and other issues.
- Access training needs to apply and monitor training programs.
- Excellent active listening, negotiation and presentation skills.
- Time Management skills.
- Effective communication skills both verbal and written.
- Able to draft reports and records
- Proficient in MS-Office and Internet Applications.
- Monitor overall HR strategies, systems and procedures.
- Administrative Skills

Work History

2020-07 –
Current

Senior Executive - HR & Administration

M/s. Suspa Pneumatics India Pvt. Ltd. – Sanand, Gujarat.

Job Errands:

Recruiter:

- Designing and implementing recruiting systems for the upcoming projects at Plant.
- Conduct department-wise Induction training.
- Handling Employee onboarding & exit formalities.
- Develop and maintain staffing data.
- Networking with various institutions and social media platforms.

Generalist.

- Responsible for implementation of Continuous Improvement measures in the Plant.
- Managing Time Office.
- Core responsibility is to oversee the workers and the equipment they operate on the factory floor and be responsible for contributing to and carrying out production strategy decisions.
- Design, plan, and implement human resources programs for the Plant.
- Administrating corporate policies relating to compensation, benefits, employee relations, training, and health and safety programs.
- Oversee all necessary paperwork, employee communications, benefits maintenance, leave tracking, management reports, workers compensation claims, and return to work programs is completed.
- Good control on process of Admin (Security, Transport, Canteen etc.)
- Develop labour policies
- Handle grievance procedures
- Knowledge and supported team in IATF & VDA 6.3 auditing.
- Ensure all aspects of Safety Management.

2018-07 -
2020-07

Senior Executive - Admin

M/s. Mantra Softech India Pvt. Ltd, Ahmedabad

Job Errands:

- Performing and reviewing account reconciliations.
- Following up with client for pending payments
- Customer support / Customer relation
- Responsible for accounting and general ledger activity
- Sales order review and updating the same.
- Stock, Invoice and payment Report

2010-02 -
2018-06

Administrative Support

M/s. Sri Sathya Sai Vidya Mandir, Ahmedabad

Job Errands:

- New Admission and fees follow-ups.
- Student data management and their progress reports.
- Providing administrative support to an academic team of teachers.
- Coordinating examination and assessment processes.
- Drafting and interpreting regulations and dealing with queries and complaints procedures from parents.
- Purchasing goods and equipment, as required, and processing invoices and payments.

Education

- Certification in "Compliance Audit – CLRA"
- Post Graduate Diploma in Computer Applications.
- Graduated from Madras University in Science.

Participation Certificate

- In "Replenishing Important Forms & Registers"

Individual Data.

- Date of Birth : 29th January 1979
- Gender: Female
- Marital Status : Married
- Language Proficiency: English, Hindi, Gujarati, Malayalam, Tamil & Telegu.