

BHOOMI JOSHI

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CAREER OBJECTIVE

With a track record of accomplishments and recognition as a key contributor, a dynamic human resources and recruitment experience I aspire to pursue my career with a growth-oriented organization that gives importance to human values and works with committed and dedicated people. I am diligent, well organized, a motivator and self-driven person with an abundance of positive attitude, and I have demonstrated a professional appearance and a high degree of originality in my work with excellent communication and interpersonal skills.

SKILLS

- | | |
|--|---------------------------------------|
| ❖ Payroll Management | ❖ Payroll Management |
| ❖ Recruitment | ❖ Maintaining employee relations |
| ❖ Attendance and leave management | ❖ Induction & Exit formalities |
| ❖ Organizing events and other activities | ❖ Records and database administration |
| ❖ General management and administration | ❖ Recruitment and hiring |
| ❖ Compensation and benefits practices | ❖ Conflict management |
| ❖ Salary and compliances | ❖ Pre-employment screening |

ACCOMPLISHMENTS

- | | |
|---|--|
| ❖ Experience of Administration department | ❖ Developed the KRA of different profile |
| ❖ Handling petty cash of company | ❖ Dealing with different vendors of company |
| ❖ Organizing the different events of the company | ❖ Remarkable analytical, logical and mathematical skills |
| ❖ Efficient in communicating well in writing and verbal both | ❖ Handling the admin activities of company |
| ❖ Innovative in assessing the qualities of people | ❖ The ability to motivate people |
| ❖ Multi tasking Key Responsibilities Handled | ❖ Analyze the need of the organization in terms of manpower |
| ❖ Make a proper plan to fulfill the need of organization | ❖ Understand the improving areas of organization by taking feedback timely |
| ❖ Make the coordination with the accounts department | ❖ Fill the post of organizations by the recruitment drive |
| ❖ Conduct many programs for motivating and stress busting for employees | ❖ Responsible for smooth onboard of all employees |

CERTIFICATION

- HR Business Partner
- Labour Law

WORK EXPERIENCE

HR Manager

07/2022 to 03/2023

MyOffice Answer India Pvt Ltd

Ahmedabad

- Worked with a consultant to streamline the HR operations in the organization and dealing with other vendors of the company
- Payroll management by considering every aspect of the payroll and budget.
- Resolved issues and escalated problems with knowledgeable support and quality service.
- Established and maintained productive working relationships with staff to resolve operational difficulties and to promote interdisciplinary, collaborative approach to employees.
- Collaborated with legal and compliance teams to review paperwork, intake feedback and ensure viability of available information.
- Streamlined HR productivity, coordinated new hire orientations, and handling onboarding, engagement and for employees
- Utilized compliance tools, corrective action
- Maintained current knowledge of industry regulations and legislation to amend policies as needed and promote compliance Implemented new-hire program by incorporating initiatives while resolving problems and processing related documents
- Briefed new hires on essential information, such as company policies, employment benefits and job duties

HR and Admin Manager

06/2015 to 06/2022

Rlogical Techsoft Pvt Ltd.

Ahmedabad

- Resolved issues and escalated problems with knowledgeable support and quality service.
- Standardized job tasks and trained junior team members on industry best practices and standards.
- Welcomed visitors to office, communicated arrival to team and managed visit expectations
- Established and maintained productive working relationships with staff to resolve operational difficulties and to promote interdisciplinary, collaborative approach to employees.
- Collaborated with legal and compliance teams to review paperwork, intake feedback and ensure viability of available information for new training processes
- Devised hiring and recruitment policies for department of company
- Streamlined HR efficiencies, coordinated new hire orientations, and provided onboarding for employees
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates
- Payroll and tracking data using the attendance software system also created and implemented TDS and other salary compliance systems and auditing processes through automation.
- Utilized compliance tools, corrective actions and identification of deficiencies to mitigate audit risks
- Maintained current knowledge of industry regulations and legislation to amend policies as needed and promote compliance Implemented new-hire program by incorporating initiatives while resolving problems and processing related documents
- Created and implemented initiatives to improve employee engagement
- Educated management on successful approaches for enhancing policy implementation and enforcement to prevent legal entanglements involving employees
- Facilitated and collaborated communication and coordination between employees, cross-functional department and management by communicating accurately internally

- Automated office operations and created organizational filing systems for records, correspondence and reporting.
- Worked with managers to achieve compliance with organizational policies, providing clarifying information and recommending necessary changes
- Provided guidance on policies and procedures to harmonize responses to complainants and ensure appropriate investigation and resolution of grievances
- Maintained work structure by updating job requirements and job descriptions for all positions
- Collaborated with management to build and implement effective, modern employment policies
- Improved office efficiency by effectively managing internal communications and correspondence

HR & Admin Executive

08/2014 to 01/2015

Technofirm Solution LLP

Ahmedabad

- Created and implemented salary and attendance systems and auditing processes manually
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates
- Coordinated new hire orientations, and provided onboarding and exit formalities for employees
- Analyze and minimize company expenses by maintaining sheets manually
- Worked with managers to achieve compliance with organizational policies, providing clarifying information and recommending necessary changes
- Maintain database and details of all the employees filling and even by system through

EDUCATION

MBA – Human Resource

06/2012 to 06/2014

Bachelor's Of Commerce

06/2009 to 04/2012

HSC

06/2008 to 2009

PERSONAL DETAILS

DOB – 17th July 1989

Marital Status – Married

Nationality – Indian

Place - Ahmedabad