Satheesh

Summary

4+ years of total HR Experience, playing key role in HR functions like Joining, Induction,
Background Verification, Grievance Handling, Event Management, Exit Formalities,
Relationship Building, MIS Reports, Vendor Management, Co ordination, Leave and Attendance
Management, Recruitment, Compensation and Benefit, Statutory Compliances.

Objective

To excel in life both personally and professionally by focusing on the goal and completing the work
with perfection through full sincerity, zeal and diligence.

Educational Qualification

Degree	Institute & University	Years Passed
PGDBA	M.A. in Industrial Psychology	
MIT School of Distance Learning	S.N.D.T. University	Currently Pursuing May-07
B.A. in Psychology	Mumbai University	Mar-05

Computer Knowledge

Windows and MS Office (Word, Excel and Power Point) and Net Browsing.

Work Experience

Edenred (India) Pvt. Ltd. (Formally known as Accor Services)

Duration :- September 2010 Till Date
Designation :- Assistant Manager – HR
Reporting :- Manager HR & Head HR

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In charge for the HR Operations for 450+ employees & 14 Branches: - On-Boarding to Exit
formalities of employees.
Joining Formalities & Induction :- Taking care of Induction on Pan India Level.
Monthly MIS and updation of Organisation Structure, Monthly Head Count, Attrition.
End to End Payroll:- which includes investment declarations, New Joinee details, Salary
deductions, Full and Final Settlements, reimbursement pay etc
Maintenance of the Personal Files and Documents of employees.
Handling End to End employee Insurance Policy & Claims.
Monitoring and maintaining the details of attendance & leave records.
Preparing the Salary Breakup, issuing Offer and Appointment Letter to selected candidates
Managed the payroll system.
Developed and maintained personnel record systems in accordance with current legislation.
Updating Policies & Processes.
Performance Management System (PMS)
Employee Engagement Activities.
Junior Management Recruitment.
End to End Exit Process :- Exit Interviews, Clearance & Full & Final Settlement.
Statutory Compliances :- PF, ESIC, PT
Active Participation in Audits :- Statutory Audits, ISO Audits, Security Audits.
Vendor Management.
Day to Day Grievance Handling.
Conveyance and Other Reimbursements.

ATOS ORIGIN INDIA PVT. LTD.

Duration :- October 2007 Till August 2010
Designation :- Assistant HR

Joining Formalities

§ Handling employee first day induction and other joining formalities.
§ Updation of details of new joinees, Hiring, generating employee codes.
§ Intial verification, documentation.
§ Co ordination with recruitment team for joining of new employees.
§ Tracking, updating and maintaning the files of employees both personal and in
systems

Back Ground Verification

§ Sending background verification form and other necessary documents of new joinees to
the third party vendor (KPMG).
§ Follow up with the employees for insufficiencies and taking up with the closure.
§ Dealing with vendor to have check reports submitted on time and within time limit.
§ Co ordination with the BU HR, employees and vendor for the Discrepancy cases and
taking it to closure by taking necessary actions.

Confirmation

§ End to End Confirmation Process.

Payroll

§ Sending inputs to finance of new joinees regarding LTA, Food coupons, Isurance.
§ Checking of different invoices and forwarding it to finance for further processing.
§ Verifying Vouchers for education reimbursement and maintaning the tracker for the
same.

Insurance

§ Responsible for monthly endorsement-Personal, Group Insurance of employees.
§ Handling the claims of employees.

Exit Formalities

§ Handling Exit formalities.
§ Issuing Experience and relieving letters to the employees.
§ Completing the clearance formalities.
§ Maintaning data for exit analysis.
§ Handling full and final settlement of the employees.

HR Administration

§ Acting as HR SPOC for Pune Location.
§ Grievance and Query Handling.
§ Bank Co ordination for new joinees.
§ Employee Database Management.
§ Issuing Swipe cards/ Access cards and Photo ID

Stickers and Maintaining the tracker.\n\xef\x82\xa7 Responsible for Attendance and Leave Management system.\n\xef\x82\xa7 Vendor management.\n\xef\x82\xa7 Responsible for Annual Medical procedure of employees, issuing letters and maintaining\nthe reports.\n\xef\x82\xa7 Generating weekly and monthly Headcount closing Reports.\n\xef\x82\xa7 Co ordinating with other location HR for all HR activities.\n\xef\x82\xa7 Responsible for Employees Birthday Postures.\nRecruitment\nInvolved in End to End recruitment. Screening, short listing, mapping skills with existing requirements,\ninterest check, scheduling interviews, salary negotiations, final closure and regular follow\n\xef\x82\xb7 Responsible for understanding technical requirements, initial screening, short listing resumes through jobs sites/ portals, internet search strings, database.\n\xef\x82\xb7 Responsible for scheduling and arranging technical interviews.\n\xef\x82\xb7 Conducting HR Interviews for short listed candidates.\n\xef\x82\xb7 Responsible for closures - including salary negotiations.\n\xef\x82\xb7 Campus Recruitment\n\xef\x82\xb7 Involved aggressively in Walk-in Interviews.\n\xef\x83\x98\n\nRole as an SAP HR Functional\n\n\x0cwww.downloadmela.com\n\xef\x82\xb7\n\xef\x82\xb7\n\nDefined objects such as org units, position, job tasks, etc and maintained relationship.\nDefined time constraints for info types customized Personnel Administration for\nmaintaining employee master data.\n\xef\x82\xb7 Extensively Worked on transactions PPOME, PA30, PA40, PO13, SQ01 for\nmaintenance of HR master data and queries.\n\xef\x82\xb7 Personnel Administration.\n\xef\x82\xb7 Creating a Position for New Employee.\n\xef\x82\xb7 Creating Personnel Action of New Employee and Maintain all records.\n\xef\x82\xb7 Changing Employee Group and Sub Group.\n\xef\x82\xb7 Updating Employee records in SAP HR.\n\xef\x82\xb7 Employee Internal Business Transfers.\n\xef\x82\xb7 Termination of Employees from SAP and delimiting their all Records\n--Experience of 9 months with I.C.I. Paints (Thane Paints Work) as an HR Trainee\nActivities performed at Interns\n\xef\x82\xa7\n\xef\x82\xa7\n\xef\x82\xa7\n\xef\x82\xa7\n\xef\x82\xa7\n\nInitiated and organized training and development programs.\nConducted SSHE Induction program and psychometric tests.\nPersonnel and administration activities.\nPerformed job satisfaction surveys.\nParticipated in ISO Audit activities.\n\nProjects Done as a Part Of Curriculum\n\xef\x82\xa9\n\xef\x82\xa9\n\xef\x82\xa9\n\xef\x82\xa9\n\xef\x82\xa9\n\xef\x82\xa9\n\nPerformance Appraisal\nProblems faced by vernacular medium students at their first years of college education.\nEmerging concerns and development of young workforce in Indian organization.\nBullying at workplace.\nRomance at workplace.\nHuman Resource Information System at I.C.I. Paints\n\nHobbies\nListening to music, drawing, traveling.\nDate of Birth\n\n29th September1984.\n\nLanguages Known\n\nEnglish, Hindi, Marathi, Gujarati.\n\nNationality\n\nIndian.\n\nMarital status\n\nSingle\n\nPreferred Locations :- Bangalore, Mumbai, Pune\nYours Sincerely,\n\n(Satheesh)'