

Surbhi Bhardwaj

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Summary

Human resources representative with 3+ years of experience managing employee benefits, employee hiring and on boarding, performance management and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes. Skilled at building and maintaining relationships, representing shared company values and managing employees across all levels of an organization. Proficient with HRIS and benefits management.

Experience

US Grace Logistics | Indore, Madhya Pradesh

HR Generalist | 03/2023 - 05/2023

- Responsible for End to End Recruitment at Indore branch (Recruitment, Salary Negotiations, Market Research, Releasing Offer, Onboarding)
- Preparing & Sharing reports like Daily Attendance , MIS reports, Monthly payroll calculations
- Grievance Handling : SPOC for Employee concerns & their doubts at Indore location
- Handle department related tasks to help employees & HR Team at Mohali location for smooth HR Operations
- Responsible for Employee Engagement activities (fun Fridays, birthday celebrations ,etc)
- Check on employees for following the company policies time to time
- Handle Offboarding formalities & handovers at the employee exit

Glamcast India LLP | Indore, Madhya Pradesh

HR Generalist | 12/2021 - 01/2023

- Assisted with recruitment initiatives by interviewing and talent sourcing.
- Established and maintained trusted relationships around organization to optimize business and employee experience.
- Collaborated with HRBP to develop and execute human resources strategies, enabling business objectives.
- Researched and analyzed recruitment data to provide detailed statistical reports.
- Developed and documented HR procedures to refine processes and drive compliance with policies.
- Conducted background checks and orientation, coordinating new employee onboarding process.
- Worked cross-functionally to optimize efficiency and execute on HR business processes.
- Managed payroll and time and attendance systems.
- Scheduled meetings with employees to address concerns and grievances.
- Created and updated personnel files by entering information in HRIS.
- Implemented Employee engagement programs
- Advised management on organizing, preparing or implementing recruiting or retention programs.
- Facilitated and processed payroll using HROne.
- Reviewed employee performance and provided ongoing feedback and coaching to drive performance improvement.
- Conducted end-to-end process monitoring from candidate introduction to exit interviews for accuracy and regulatory compliance.
- Handled all HR activities for both branches i.e., Pune & Indore

Annova Solutions | Indore, Madhya Pradesh

HR Trainee | 11/2020 - 11/2021

- Sourced/Closed requisitions while generating a healthy pipeline of high-quality candidates using different Job portals for Voice, Non-voice, Medical Coding, UK sales
- Managed day-to-day other HR activities, i.e., offer approvals, issuing offer letters and followed up with candidates until the date of hire
- Developed and released job postings on platforms, such as social media and job boards
- Screened resumes and managed candidates throughout the interview process from prepping before interviews to assisting with final offer negotiation
- Maintained a database of candidate records, including active and passive prospects, hired and fired employees, and other candidate relationships
- Follow up on interview process status and update records in the internal database
- Coordination in other HR-related Activities i.e
- Joining Formalities, Employee Engagement, HR
- Administration, Exit Formalities etc
- Handled Salary discrepancies and employee grievances

- Responsible for maintaining the employee data & records
- Responsible for Documentation of New joiners and uploading these documents in HRMS- PeopleHR
- Provided feedbacks to various vendors and following up with them for hiring
- Provided timely reporting of key metrics and insights to drive decisions and improve processes
- Responsible for various employee engagement activities
- Responsible for various ad hoc projects or assignments set out by the HR Manager

Sumeru Software Solutions | Indore, Madhya Pradesh

Technical Recruiter | 02/2020 - 09/2020

Client : EY

- Collaborated with hiring managers to understand the needs and requisitions shared by the client
- Drafted recruitment advertisements and posts for open positions
- Identified appropriate candidates and assessed their qualifications through review of their resumes, interviews, and other forms of communications
- Conducted further rounds of the shortlisted candidates with the client-side interviewers
- Maintained contact with candidates to keep them apprised of the status of their applications
- Followed up on the acceptance of the confirmation email sent to the final candidates
- Provided data to hiring managers regarding salary negotiations with final candidates
- Maintained weekly and monthly records of all the hiring.

VertiSystem Inc | Indore, Madhya Pradesh

US IT Recruiter | 09/2019 - 01/2020

Clients : Facebook, IGT, Move.Inc

- Experienced in end-to-end life of contract recruiting process
- Responsible for identifying opportunities, Cold calling, follow-up with prospective leads until closure of requirements
- Experienced in handling Non-IT and Techno-functional requirements
- Worked on Direct Client requirements to support the client on their C2C, W2 and 1099 requirements
- Experienced in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, etc
- End to End knowledge of recruiting including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing
- Negotiating the rates on Contract, Contract to Hire basis
- Worked with various job portals and professional & social networking sites like Dice, Monster, Career Builder, LinkedIn, etc.

Ocean Motors Pvt. Ltd | Indore, Madhya Pradesh

HR Internship | 06/2018 - 07/2018

- Searched for qualified job candidates using computer databases, media advertisements or employee referrals.
- Assisted with new hire orientation preparation, scheduling and administration.
- Corresponded with applicants to coordinate and schedule interviews with hiring managers.
- Updated internal databases with new employee information, contact details and employment forms.
- Analyzed employment-related data and prepared reports.
- Interviewed job applicants to obtain information on work history, education or job skills.
- Maintained current knowledge of equal employment opportunity and affirmative action guidelines and laws.

Skills

Communication skills, Recruiting, Policy Development, Employee Relations, Employee Engagement, Employment Law, Employee Evaluation, Human Resources Management, HRis, Performance Management, Payroll Management, Microsoft Office, Documentation, People Person, Time management, G-Suite

Education

Medi-Caps University | Indore, Madhya Pradesh

Master of Business Administration (HR) | 08/2019

M.B. Khalsa College | Indore, Madhya Pradesh

Bachelor of Science (Computer Science) | 07/2016