

HR

I.T. Skills - Windows XP, Ms Office (Word, Excel: Look-ups; Pivot table; other basic functions ; PowerPoint) - Salary Payment

Package- payroll software - Internet Applications

January 2006 Bachelor in Hospitality Management International Hospitality Management Queen Margaret University  
Edinburgh

January 2006 diploma Hotel Management International Institute of Hotel Management

HR

Skill Details

HR Management- Experience - Less than 1 year months

Company Details  
company - Atri Developers

description - HR Payroll Statutory Compliance Performance Management

company -

description - Employee Relations and Administration: Creating industry specific Policies, Procedure, Forms, Formats,  
Letters, Checklists etc

Payroll Management: Salary restructuring to process payroll of 600 employees.

Validation of all input (Attendance, Leaves, and Salaries) before starting salary process.

Processing accurate & error free salary of employees.

Responsible for compensation and benefits administration.

Coordinate with Accounts team for salary processing.

Attendance & Leave record management

Assuring prompt and satisfactory resolution of payroll related queries of all employees.

Statutory Compliance Management:

Manage various statutory compliance requirements (PF, ESIC, PT, Gratuity, TDS etc calculations, deduction, payment and return filing.

Generate statutory reports like Form 16, Form 24Q. Conducting session with employees on Statutory Policies and procedure, compliance related topics.

Shops and Commercial Establishments Act (S&E)

The Payment of Gratuity Act 1972

Recruitment and Selection: Handling recruitment like job posting in naukri portal and coordination. Create annual manpower plan and budget. Screen and schedule preliminary interview. Arrange for employee orientation. Handling joining formalities and salary account opening formalities.

Performance Management: End to end facilitation of PMS starting from creating Job Description & Appraisal Forms to Disbursement of Letters. KRA setting, Mid-year reviews, Annual reviews, handling all appraisal activities (360 Degree)

Training and Development: Conduct training need analysis and arrange various training session.

Employee engagement and Employee welfare: Creation and deployment of Sales Rewards and Recognition Schemes, Periodic Interactive sessions like Monthly Birthday Celebration, Annual Day, Diwali Dhamaka, Offsite etc.

Working on Saral Payment Package- payroll software as well as on excel

Assisting MD in HR works, offering suggestions and answering employee queries on payroll compliance related issues, other benefits (insurance, medical, reimbursement, ), full & final settlement of resigned employees.