



MAHIMA SRIVASTAVA

HR GENERALIST/SR. EXECUTIVE

Human Resources Generalist with 8 years of experience managing hiring and onboarding, employee benefits and payroll, performance tracking methods and HR records. A Reliable, knowledgeable and highly organized team player with excellent communication skills, team building and relationship management. Currently working in IT Sector.

PHONE:

+91-9871624961

EMAIL:

contact.mahima@gmail.com

PLACE:

Indirapuram, UP

EDUCATION:

- MBA in (2005-2007) from UPTU
 - B.COM (2004) from Lucknow University
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Certification:

- Certified HR Business Partner Ready by Aon
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LinkedIn Profile:

<https://www.linkedin.com/in/mmahima-srivastava-a45bb620>

CMMI Implementation

- I was actively involved in the documentation part for one of the process areas of CMMI 3 and the front ending person of external interview conducted against the same.

SKILLS

COMMUNICATION SKILLS, PAYROLL, CMMI IMPLEMENTATION, ADMINISTRATIVE EXPERT, HRM KNOWLEDGE AND EXPERTISE, PROACTIVITY, ADVISING, COACHING, TRAINING & DEVELOPMENT, RECRUITMENT AND SELECTION, HRIS KNOWLEDGE, HR REPORTING SKILLS, TEAMWORK

WORK EXPERIENCE

Sr. Executive HR at Velocis Systems Pvt Ltd

2014 till date



AWARDS – 2 times Impulse winner, multiple appreciations in form of cash rewards

➤ **HR Policies & Procedures**

- Designing and implementing the HR Policy Guidelines on various subjects
- Ensure support to individuals seeking help in policy matters related to their Medicals, CTC, Travel, Cases of transfers, laptop and loans, training and certifications etc

➤ **Training & Development**

- Identification of training needs for employees at different levels through PMS reviews and surveys
- Create Learning culture in the organization
- Develop training strategies, and implementation
- Support Business functions through key training interventions

- Induction program for newly joined employees in making them understand about Organization culture and Objectives
- Creating & executing an evaluation mechanism for Training effectiveness & follow-up
- **Employee Engagement**
 - Introducing many activities and social gatherings in the company to keep the employees engaged by creating a healthy environment in the office which makes the employees feel fresh of daily routine work.
 - Organizing annual social gatherings at large scale, inviting families of employees in order to make the employees more socially involved.
- **Rewards & Recognition Program**
 - Preparing and amending policy of Rewards and Recognition Program
 - Full coordination and guidance to all other departments in choosing the right employee eligible for recognition program
 - Organizing the show to honour the employees who won the award in every department.
- **Organization Health Survey (OHS)**
 - Coordinate organizational Health survey across the Unit through close coordination with Business/location heads
 - Reviewing implementation of action plans on Organizational Health Survey to improve levels of perception measures of satisfaction.
- **HR Recruitment**
 - Project resource management – Interact and build successful relationships with key internal business leaders and serve as a primary source of recruitment strategy and consultation
 - Meet established hiring goals and maintains compliance within talent acquisition
 - Identify qualified candidates through a variety of cost-effective recruiting efforts
 - Strategize by mentoring team in developing a pool of qualified candidates in advance
 - Utilize knowledge of multiple recruiting sources and execute comprehensive recruiting plans
 - Issuing offer and appointment letters to employees.
- **HR Operations**
 - Payroll - Salary processing.
 - Maintaining attendance and leaves of the employees. Taking corrective actions in case of any indiscipline.
 - Taking exit interviews, processing full and final settlement and issuing relieving letters

Branch Executive at Unicom Investment 2012

Working as Branch Executive in Operation, we deal with all financial products like Mutual Funds, Life Insurances, General Insurances, Real Estates, Equity & Commodity, etc. With the great efforts, teamwork and our co-ordinations with AMCs & other relevant departments we become new vertical of the company, called **FINSERVE**.

➤ **Key Responsibilities:**

- Supervise operation team to ensure operational excellence and excellent customer services.
- Coordinate with General Manager in different operational issues and promotional activities.
- Direct reporting to the CEO
- Arrange meetings for strategic planning.
- To co-ordinate with all my financial planners for their requirement.
- Generate operational reports for management as needed.
- MIS reporting for CEO & GMs
- Provide backend support to team.
- Responsible for the payouts of the financial planners.
- Disseminate information.
- Maintain the master file for efficient reconciliation.
- Resolve client's query and complaints within specified TAT's
- Arrange Training as per requirement.

➤ **Personal Details:**

Marital Status	: Single
Date of Birth	: 26 th June 1983
Languages known	: English, Hindi.

With Regards
Mahima
Srivastava