

# Arushi Prem Lal

Strategic and results-driven Human Resources Executive with extensive experience in personnel management, recruitment, payroll processing, and HR compliance. Adept at handling sensitive issues with confidentiality and fostering a positive work environment. Proven ability to manage end-to-end HR operations, enhance employee engagement, and ensure regulatory compliance. Seeking to leverage my skills and experience to drive organizational success and improve employee satisfaction.

✉ arushiplal@gmail.com ☎ 8447612019 🗺 Delhi, India 💬 linkedin.com/in/arushiplal

## WORK EXPERIENCE

### Admiral Solutions Pvt. Ltd

Executive People Service 05/02/2024 - Present

- Managed comprehensive payroll processing, PF processes, and compliance tracking to ensure accuracy and regulatory adherence.
- Oversaw employee benefits including attendance, leave management, and maternity tracking, enhancing overall employee satisfaction.
- Implemented and maintained HR budget and invoice tracking systems, optimising financial management within the HR department.
- Led new joiner HRD reviews, inductions, and KYC reconciliations, ensuring smooth onboarding processes.
- Conducted vendor audits, updated new joiner data on internal portal, and managed cross-departmental compliance and KPI tracking.

### Group DCA

HR Executive 11/2023 - 01/2024

- Handled the full recruitment lifecycle, from sourcing to onboarding, ensuring timely and efficient hiring processes.
- Utilized SQL software for payroll processing, ensuring accurate and timely salary computations and compliance.
- Led employee engagement initiatives, including performance appraisals, bonus distributions, and grievance resolution.
- Organized and managed employee events and engagement activities, fostering a positive workplace culture.

### DKM Online Private Ltd

Compliance Executive 03/2021 - 10/2023

- Conducted ESIC, ESI, and Professional Tax compliance activities, reducing non-compliance issues significantly.
- Ensured adherence to various HR acts and regulations, including POSH, Maternity Benefits, and Minimum Wages.
- Developed strong client relationships, resolving compliance issues efficiently and effectively.
- Managed salary registers, attendance records, and reimbursement validations, ensuring accurate and timely processing.
- Implemented corrective action plans post-audits, enhancing the overall compliance framework.

## EDUCATION

### Maharshi Dayanand University

Master of Business Administration ( MBA) 2019-2020

### Guru Gobind Singh Indraprastha University

Bachelor of Business Administration (BBA) 2017-2020

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## SKILLS

- HR Operations: Payroll Processing, Employee Engagement, Induction, Onboarding, Performance Management, HR Policies, Compensation and Benefits, Recruitment.
- Compliance: HR Compliance, Regulatory Standards, Labor Law Adherence.
- Technical Skills: SQL Software, MS Excel, Attendance Management.
- Interpersonal Skills: Employee Communication, Conflict Management, Client Communication.
- Project Management: Coordination with Third Parties, Vendor Management, PR and Social Media Coordination.