

GEETANJALI MOHAPATRA

Personal Profile

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Skills

Competency Mapping

Payroll Management

Compliance Management

Exit Process

Reporting

Strategic Planning

Professional Summary

As a highly experienced HR Consultant with a specialization in payroll, I have consistently provided top-notch solutions to clients across various industries. With an in-depth understanding of payroll processes and regulations, I possess the expertise to effectively streamline and manage all aspects of payroll for organizations. My strong analytical skills, attention to detail, and commitment to delivering exceptional results make me a valuable asset to any team.

- A dynamic professional with 9 years of experience as HR Consultant/Generalist
- Worked on SAP Methodology ERP version 6.07.
- Experience in handling multiple clients
- Good in Team Management & Coordination

Employment History

Senior HR Consultant, Randstad India Pvt. Ltd, Bangalore

04 / 2022 - 07 / 2024

- Expert in payroll inputs consolidation ensuring accuracy and efficiency for timely processing.
- Highly skilled in managing employee data and maintaining confidentiality.
- Adept at identifying discrepancies and implementing corrective actions to improve payroll processes.
- Tax checking & Tax calculation
- Demonstrated ability to collaborate with HR teams to resolve complex payroll issues.
- Possess strong analytical skills, capable of interpreting data and providing strategic insights for decision making.
- Drafting Performance Appraisal form as per individual KRAs.
- Maintaining a 100% statutory compliance record with regards to both employees and clients.
- Closure of all group insurance claims, ESIC claims within the given timeframe

HR Consultant, SarvHR Solutions Pvt. Ltd, Bangalore

06/2019 - 10/2020

- Communicate with the recruiting team and management to understand the business in order to align sourcing priority with business needs
- Worked closely with business leaders and was an integral part of the leadership team.
- Providing support that is aligned with business and HR strategy that enables seamless high performance.
- Designing, implementing and managing the Performance Management and reward recognition program.
- Worked closely with management and employees to improve work relationship and increase productivity.

Team Leader-Staffing, TalentPro India HR Pvt. Ltd, Bangalore

04/2011 - 02/2016

- Deputed to Huawei Technologies and SAP labs as a SPOC for OS employees.
- Recruitment- both IT and Non-IT for multiple clients
- New Joining formalities and employment Verification
- ID Card, Offer letter and appointment Letter issue
- Attending all PF related queries and submission of all PF transfer/withdrawal forms
- Completion of HR Practices & policies in conjunction with management pertaining to exit, F&F settlement.

IT Recruiter, Magna Infotech Pvt Ltd, Hyderabad

02/2010 - 07/2010

- Understand position requirements and collaborate on the build-out sourcing
- Sourcing candidates through a variety of search resources (internal database, job boards, networking, internet searches, company targets, etc.).
- Coordination of interview process and salary negotiation

Education

MBA - HR Management, NMIET

07/2007 - 07/2009

MA, Utkal University

07/2005 - 07/2007

Bachelor of Arts, S.C.S (A) College

07/2005 - 07/2007