



Asmita Shetty

BBA(CA); MBA(HR)

SUMMARY

An initiative-taking HR professional with 2.4 years of experience, into HR functions. Demonstrated expertise in HR operations and payroll by displaying effective communication and critical thinking skills. Seeking to leverage my HR expertise to drive strategic initiatives and support workforce development in a dynamic environment.

Contact



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Magarpatta City, Pune

Education

- BBA, Specialized in Computer Application (2016 – 2019)
- MBA, Specialized in Human Resource Management (2020 – 2022)

Certifications

- HR – Payroll Fundamentals (Udemy)
- HR Practices (Symbiosis Online)
- Conducting an Effective Human Resource Audit (Udemy)
- Corporate Governance (Alison)
- Diploma Course in Human Resource Management (Udemy)

PROFESSIONAL EXPERIENCE

1] AXA Global Business Services

Apr 2022 – Aug 2024

Designation: - Senior Analyst

- Managing the employee referral payout process, ensuring all eligibility criteria, including the successful onboarding of referred candidates, are met before initiating payments.
- Ensuring that both the referring employee and the referred candidate met all ER program requirements (e.g., tenure and employment status) before processing referral bonuses.
- Familiar with payroll tax calculations, statutory deductions, and compliance with applicable labour laws.
- Assisted in managing and processing end-to-end payroll and gratuity functions for employees ensuring accurate and timely disbursement.
- Knowledge of gratuity calculations under the Payment of Gratuity Act, ensuring compliance with eligibility criteria based on years of service.
- Assisted employees with PF related queries, withdrawals, and transfers.
- Ensuring timely submission of background verification forms, including employment history, criminal records, and educational qualifications, to third-party vendors for screening.
- Tracking and monitoring the completion of pre-joining formalities, providing regular updates to the HR team and management to ensure all requirements were met.

2] Talent Anywhere – Welcom Digital

Sept 2019 – Dec 2020

Designation: - Graduate Quality Analyst

- Creating test cases based on the functional specification for the software.
- Executing these test cases to verify if the software is working in an expected manner.
- Creating Excel worksheets and reports based on the work completed.

Soft Skills

- Excellent command over language
- Strong analytical skills
- Pro-activeness
- Result oriented
- Quick learner and believe in constant learning

INTERNSHIP EXPERIENCE

1] Capital Trust Ltd

Jun 2021 – Aug 2021

Designation: - HR Intern

- Keeping track of daily absenteeism and preparing reports to understand the root cause for high absenteeism.
- Training employees on marking attendance as per the new system enabled by the company.
- Analysing reasons for high absenteeism in the organization and recommend solutions for the same.
- Conducting exit interviews for employees and provide recommendations to reduce the attrition rate.

2] FUEL (Friends Union Energising Lives)

Oct 2015 – Oct 2015

Designation: - Intern

- Drafting and constructing emails, excel sheets, and presentations.
- Data entry and analysis of data.
- Coordinating with the requirements of the organization and giving calls to potential candidates and offering them internship opportunities.

Yours Faithfully,
Asmita Devidas Shetty