

Human Resource Management

Profile: Highly dedicated and detail-oriented HR Assistant Manager with extensive experience in payroll processing, compensation and benefits management, HR business partnership, and HR helpdesk management. Proven ability to handle large-scale payroll operations and complex employee relations issues, while improving work relationships and driving HR policy adherence.

Core Competencies

Payroll Management ~ C&B Management ~ HR Business Partner ~ Reporting & Analytics ~ Insurance Management

Professional Experience

CitiusTech, Navi Mumbai | November 2021 – Present

Assistant Manager -I Human Resources

Responsibility Outline: Payroll & C&B Management ~ HR Business Partner - Report & Analysis

Job Profile:

Payroll and Compensation & Benefits (C&B) Management

- Handled payroll processing, full and final settlements, and Comp and Ben grievances for 5000+ employees.
- Collaborated with Payroll Team Managers and HRIS Team on day-to-day tasks.
- Managed the appraisal cycle: prepared appraisal grid, coordinated with HODs for review and approval, generated various compensation reports, structured salaries post-appraisal, and rolled out appraisal letters.
- Addressed post-appraisal employee concerns through the Comp & Ben Helpdesk within TAT.
- Managed performance incentive programs for pan India staff.
- Worked with the recruitment team to ensure smooth administration of rehire employees.
- Updated and maintained Compensation Master, Recovery Tracker, and Performance Incentive Master.
- Analyzed and prepared various compensation reports on an ad-hoc basis, including a historical CTC report for the past 5 years.

HR Business Partner

- Managing HR-Business partner profile for 300+ employees.
- Collaborate closely with HODs, AVPs, Line Managers, and employees to enhance work relationships.
- Provide daily HR guidance and policy consultation to line managers.
- Identify training needs for teams and individuals.
- Organized quarterly R&R, monthly fun activities, coffee sessions with DLs, and candid conversations with HODs.
- Resolve complex employee relations issues and addressed grievances.
- Conduct employee connect sessions for the first 30 days and at 180 days (New hires).
- Manage end-to-end exit process including exit conversations.

IKS Health, Navi Mumbai | March 2016 – November 2021

Assistant Manager - Human Resources

Responsibility Outline: Payroll Management ~ Insurance Management ~ Leave and attendance Management ~ HR Operations ~

Job Profile:

- Handled payroll processing, full and final settlements, onboarding and offboarding, documentation, HR helpdesk, and insurance management.
- Processed salaries for 4000+ employees and calculated full and final settlements for resigned employees.
- Prepared pre- and post-salary reports for leadership and finance teams.
- Managed post-joining and onboarding tasks for newly joined employees.

- Managed salary helpdesk post-salary processing and resolved employees' concerns on HR Helpdesk within 24 hours.
- Accountable for the maintenance of company insurance and insurance renewal activities.
- Identified insurance vendors, coordinated and set up meetings end-to-end with vendors and leadership team.
- Conducted research and analysis on employee benefits and policy coverage with vendors, and prepared final presentations for the leadership team.

Previous Assignments

Organization	Designation	Duration
DHS (TPA) Pvt. Ltd, Mumbai	Executive – MIS Operations	Jul 2013 – Mar 2016
Health India Services (TPA) Pvt. Ltd, Mumbai	Executive – MIS Operations	Oct 2012 - Nov 2013

Credentials

Academics:

- PGDM in HR - 2018-19
Tata Institute of Social Sciences, Mumbai
- Bachelor of Commerce 2015-16
Yashwantrao Chavan Maharashtra Open University, Nasik