



Asmita Devidas 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.

PROFESSIONAL EXPERIENCE

1] AXA Global Business Services

Apr 2022 – Aug 2024

Designation: - Senior Analyst

- Engage with new joiners to collect and verify their basic details, bank account information, and salary slip data to ensure accurate payroll processing.
- Verification of employee data, including attendance records, overtime hours, etc to ensure all information was accurate and up to date.
- Assist employees in understanding their salary slips by explaining deductions and clarifying the final take-home salary to ensure transparency and resolve any concerns.
- Proactively reach out to employees exiting the company to ensure they downloaded their final salary slips and any necessary documents before their departure.
- Assist employees with PF related queries.
- Manage employee referral payments by verifying required data, including collateral and employment status, to ensure accurate and timely processing.
- Monitor and validate employee referral claims, cross-checking referral data and ensuring compliance with company policies on eligibility and active employment.
- Ensure timely submission of background verification forms, including employment history, criminal records, and educational qualifications, to third-party vendors for screening.
- Track and monitor 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

Sep 2019 – Dec 2020

Designation: - Graduate Quality Analyst

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

Contact Details



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Magarpatta City, Pune

Education

-BBA, Specialized in
Computer Application
(2016 – 2019)

-MBA, Specialized in Human
Resource Management

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)

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