



PERSONAL INFO

Address

Wagholi, Pune 412207

Phone

+918446028211

Email

saroj.aiet@gmail.com

SKILLS

Onboarding

Vendor Management

Data Management

Operations Management

Employee Engagement

Payroll

Attendance & Leave

Exit Management

Employee Filing & Documentation

HRMS

Employee Insurance

Recruitment

WEBSITES & SOCIAL LINKS

[Linkedin](#)

COURSES

**Certification in HR Generalist
Payroll in August 2022**

HOBBIES

Travelling, Listening music

LANGUAGES

English

Hindi

Saroj Srivastava

Assistant Manager - HR Operations

7+ years of experience in driving the gamut of HR functions with reputed organizations.

EMPLOYMENT HISTORY

HR Executive | Nov 2015 - Jun 2018

Platinum MotoCorp LLP, Gurgaon

Assistant Manager - HR Operations | Jul 2018 - Feb 2023

Loconav India Pvt. Ltd., Gurgaon

- Managed Payroll and entire HR Operation activities for On-Roll & Off off-roll employees PAN India with a team size of 750+ (Including off-roll and on-roll).
- Managed daily attendance, leaves & extra work days and prepared the report regarding attendance.
- Managed Incentives, variables, bonuses, and other payouts at the time of payroll.
- Managed Master Database i.e., Employee Master, HRMS, Leave, Confirmation, Transfer, PIP & HR Process.
- Managed HR Ops induction sessions for new joiners.
- Managed Vendor Management & Audits.
- Managed FNFs, Exit formalities, Relieving letters and recorded all the related documents.
- Managed for Full and Final settlement.
- Processed terminations & internal transfers.
- Issued various kinds of letters i.e., Offer letters, Appointment letters, Confirmation letters, Increment letters, Promotion letters, Relieving letters & Experience letters, etc. as per the company policy.
- Documentation of joining forms, sending intimation about the joiners to the concerned departments, issuing the access cards, sending intimation for e-mail ID creation, and coordination with the corporate bank for opening of corporate salary accounts for the new employees.
- Managed Onboarding & Exit formalities via HRMS & manual both.
- Provided information to employees regarding HR policies and procedures.
- Delivered to ensure adherence to compliance in all aspects of HR processes and employee relations requirements, in areas such as terminations, offers, leave, exit, etc.
- Managed background verification.
- Counsel and guide to employees and management regarding company policies and procedures.
- Ensured Benefit, Compliance & Payroll services were processed under established policies and procedures along with all legislative compliance requirements.
- Organized monthly Birthday celebrations, get-together, New Year Celebrations, and other Festivals for employees.
- Facilitated Rewards & recognition.
- Managed renewal, monthly Addition & Deletion in Insurance policy.

EDUCATION

MBA (HRM) | Jan 2018

INTEGRAL UNIVERSITY, Lucknow

78.80%

B. Tech (EL) | May 2014

Uttar Pradesh Technical University, Lucknow

68.62%

TRAINING/CERTIFICATIONS

- Certification in HR Generalist & Payroll in August 2022.

ACHIEVEMENTS

- Promoted from HR associate to Assistant Manager - HR in June 2020.
- Manually managed complete attendance & leave records, MIS, and FNFs entire 3 years.

TECHNICAL SKILLS

MS-Excel, PowerPoint, Outlook & Google Forum.