



Puja Shah

HR Associate

Experienced Human Resources Associate with a demonstrated history of working in the information technology and services industry. Skilled in Talent Management, Attendance Management, Payroll Management, Employee Engagement, Technical/Non-Technical Recruiting, Strong Human Resources professional with an MBA in HR from IIS University.

Experience

2021 Oct -Present

Codebuddy Pvt. Ltd, Kolkata

HR Associate

- Lead, mentor, and supervise team of HRs and recruit professionals across India.
- Partner with management to communicate HR policies, procedures, and programs.
- Employee engagement, employee relations, grievance handling and resolving day-to-day queries of employees.
- Coordinating with managers to determine staffing needs.
- Job posting and screening resumes from LinkedIn, Naukri.com, CutShort, etc
- Performing and scheduling in-person and phone interviews with candidates.
- Conducting assignments or tests for shortlisting of candidates.
- Performing reference checks and background checks.
- Salary negotiations with the candidates and follow-ups till the requirements fulfilled.
- Responsible in drafting offer letters, appointment letters, confirmation letters, relieving letters, experience letters / service letters.
- Induction and Onboarding of new joiners, generation of employee ID and joining documents and PF.
- Handling payroll, reimbursements, final settlements, CTC calculations & CTC allocation and admin activities
- Attendance and leave management for payroll processing.
- Coordinating with consultancy for return filing of PF, PT, TDS on monthly basis and LWF.
- Preparing full and final settlements (F&F) for exit employees which includes gratuity, bonus, leave encashment, etc.
- Performing exit formalities of employees.
- Ensure statutory, regulatory, and legal compliance throughout human resource management including labour laws and local laws.
- POSH committee formation and administration.

2020 Jan- 2021 Sep

Codebuddy Pvt. Ltd, Kolkata

HR Executive

HR Generalist

- Assisting in payroll management, reimbursements, final settlements, CTC calculations & CTC allocation and admin activities
- Assisting in employee engagement, employee relations, grievance handling and resolving day-to-day queries of employees.
- Assisting in exit formalities of employees.
- Performing reference checks and background checks.

Recruiter

- End to end recruitment for IT and Non- IT roles
- Non-IT recruitment – Sales, BDE, BDM, Project Manager, UI/UX Designer
- IT recruitment-Reactjs., React Native, Nodejs., UI developer, QA etc.
- Coordinating with managers to determine staffing needs.
- Job posting and screening resumes from LinkedIn, Naukri.com, CutShort, etc
- Performing and scheduling in-person and phone interviews with candidates.
- Conducting assignments or tests for shortlisting of candidates.

2019 May-July

Hotel Radisson blu

HR Intern

- Working directly with HR Manager to understand the department's work flow in the company.
- Assisting team in attendance and leave management for payroll processing.
- Documentation of new joiners.
- Helping the department in Onboarding and Induction process.
- Employment Engagement

Contact

Phone

9748988858/9509916136

Email

pujashah0703@gmail.com

Address

Kolkata, West Bengal

Education

Aug, 2018 - April, 2020

MBA-HR

IIS (Deemed to be University), Jaipur

Nov, 2014 - Jan, 2018

BBA

Sikkim Manipal University

Expertise

- HR Operations Management
- HR Generalist Activities
- Payroll Processing
- Recruitment (IT Recruiter/Non-IT)
- Employee Engagement/Relations
- Grievance Handling
- Performance Appraisal Management
- Compensation & Benefits
- Legal & Statutory Compliance
- Screening, Onboarding & Induction
- Attendance & Leave Management
- HR Policies & HR Procedures
- Job Posting, Sourcing & Shortlisting
- Hiring & Application Tracking
- F&F/Exit Formalities
- Interviews & Salary Negotiation
- Presentation & Communication Skills

Language

English

Hindi

Nepali

Reference

Abhishek Gupta

Co-Founder, Codebuddy Pvt. Ltd

Phone: +91-9163942434

Email: abhishek@codebuddy.co