



Manisha Singh

HUMAN RESOURCE PROFESSIONAL

INFO

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SOCIAL

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REFERENCES

Will be Provided on Request



WORK EXPERIENCE

Senior HR Executive

Nov 2017 – Present

HR GLOBAL SERVICES INDIA LLP
BANGALORE, INDIA

Handling End to End HR Roles & Responsibilities from Recruitment, Onboarding, HRIS Management, Attendance & Leave, Payroll Management, Statutory Compliance's, Exit Formalities, Full & Final Settlement of employees for various IT & Non-IT Clients

HR Trainee

Aug 2017 – Oct 2017

HR GLOBAL SERVICES INDIA LLP
BANGALORE, INDIA

Worked as an HR Intern Trainee, arranging and coordinating at all levels of Interviews, Onboarding & Exit Process, Preparing and maintaining various Reports, Attendance, Full & Final Settlement of employees etc.



EDUCATION

Present

Master of Business Administration (MBA)
Jain University, Bangalore

2014 – 2017

Bachelor of Commerce (B.Com)
AIMS Institutes, Bangalore

Professional Certifications

- Certified Human Resources Manager (CHRM)
- E-Learning Certificate in SAP HCM, ORACLE FUSION, WORKDAY, SUCCESSFACTORS HRMS Softwares



CORE COMPETENCIES

- ★ Recruitment (IT & Non-IT)
- ★ Onboarding & Joining Formalities
- ★ Induction & Orientation
- ★ Attendance Management
- ★ Leave Management
- ★ Payroll Management
- ★ HR Policies & Manuals
- ★ Statutory Compliance's
- ★ HRIS / HRMS Management
- ★ Off-Boarding & Exit Formalities
- ★ Full & Final Settlement
- ★ HR Shared Services
- ★ MIS Reports
- ★ Administration



Recruitment & Selection:

- ✓ Responsible for Recruitment, Selection & short listing the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees' references, followed by short listing of candidates.
- ✓ End to End Recruitment Coordination with Department Managers, understanding their requirements and preparing JD with the support of the Hiring Managers.
- ✓ Sourcing, screening and shortlisting resumes through various job portals/ internal reference and Advertising vacancies and screening, Conducting telephonic and personal interviews in coordination with department heads.

Preboarding, Onboarding & Joining formalities / Induction & Orientation

- ✓ Complete the Preboarding & Onboarding Formalities for New Joinees, Taking Induction Session for the Executive & Middle level entrants, Ensure to complete the Post Onboarding Process of all employees as per the defined process.
- ✓ Manage business letters related to employee's offer & appointment letter, service agreement, background verification, allowances, request for evidence, transfer related documentation etc. and providing required information.
- ✓ Conduct employee orientation and facilitate new employees joining formalities Maintain and regularly update master database (personal file, personal database, organogram) of each employee.

Payroll Management:

- ✓ Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Pay slips and forwarding them to employees.
- ✓ Manage regular preparation of relevant MIS reports, including weekly, monthly, quarterly and year-end reports (New Joinee, Left Employee, One Time Payments, Deductions, Statutory Reports, etc.)
- ✓ Manage employee queries with regards to their deductions, settlements and supporting their requirements.

Statutory Compliances / Labour Laws:

- ✓ Strict adherence and compliances with the provisions of various Labour legislations such as EPF, ESI, PT, Shops & Establishment, Gratuity, Labour Welfare Fund etc.
- ✓ EPF, ESI, PT & Gratuity, LWF - Calculations, Remittances, Filings, Issue of UAN & e-Pehchan Card, ECR generation, Monthly/Annual Returns filing, handling of inspection & internal, external audits etc.

HRIS Management / Employee Self Service:

- ✓ Managing Employee Database Administration in Greythr HRIS packages for various clients, assigning Employee Self Service username & password for employees.
- ✓ Part of HR Shared Services team for attending & assigning Internal / External Employees queries regards to on-boarding, leave, payroll, F&F settlements, performance appraisals etc.

Full & Final settlement and Exit process:

- ✓ Smooth exit and issuing experience certificate and relieving letter, Coordinate & manage the full & final settlement with the help of finance division and sending circular to other department at the time of relieving of an employee
- ✓ F&F Settlements of left employees, complete the same within 5 working days from the date of H/T over and clearance, preparation of experience & relieving letters, exit interviews etc.

HR Policies & Manuals

- ✓ Drafted HR Policies and Manuals such as Attendance Policies, Leave Policies, Dress Code Policies etc. for various clients.

Administration

- ✓ Issue of Identity Cards, Asset Management, Arranging of Visiting cards, Letter heads, Stationary procurement & distribution to the employees etc...