

Pallavi Ranjan

Lead Human Resource



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Career Objective

Astute and exceptionally dedicated professional with 8 years of experience in human resources management operations. Equipped with a commitment to providing high-quality support to the management and self-development to achieve personal as well as organizational goals.

Work Experience

Lead Human Resource Artech Infosystems Private Ltd

Apr 2019 to till Date.

Bangalore

- Handling On-boarding formalities of employees
- Assist employees with HR related forms, procedures, benefits, and policy concerns.
- Facilitated all new employee orientations to foster positive attitude toward company goals.
- Maintain employee records up to date (Personnel Files) and using tools HRMS and Oracle cloud.
- Managing background verification of employees and working with vendors to ensure verification reports are delivered within the stipulated timelines.
- Single Point of Contact (SPOC) for reference check and ex-employee background verification
- Addressed employee queries, work complaints and other concerns.
- Involved in Attrition report.
- Supporting on-floor activities as part of employee engagement programs.
- Conducting exit interviews and highlighting issues if any and ensuring smooth exit of the employee.
- Support in managing the performance management system.
- Prepares or assists in preparing reports and/or analyzing information as needed.
- Involved in timesheet process.
- Backend support for payroll processing.

Executive Human Resources eTeam Infoservices Private Ltd

Apr 2016 to Jan 2019

Bangalore

- Handling On-boarding and off-boarding formalities for contractors and In-house employees.
- Communicating and explaining the organization's Hr Policies to the employees.
- Involved in background verification of new joiners (Internal and Contractors).
- Resolving employee grievances.

- Assist employees with HR related forms, procedures, benefits and policy Concern.
- Contributes to team effort by accomplishing related result as needed.
- Dispatching various HR related office documents from time to time.
- Involved in timesheet process.
- Maintaining tracker to update employee bank details for payroll.
- Maintaining document tracker and co-ordinate with employee for pending documents.
- Backend support for payroll processing.
- Assist in screening and scheduling interviews.
- Undertake other tasks as assigned by the HR Manager.
- Taking care of employee engagement activities.

Executive Human Resources

Shivnath Automobiles Pvt. Ltd. (Dealership of Mahindra)

Sep 2014 to Sep 2015

Bhilai

- Screening Resumes and was conducting interviews and providing necessary feedbacks.
- Communicating and explaining the organization's Hr Policies to the employees.
- Facilitating employees joining formalities.
- Maintaining and regularly updating master database of the employee.
- Maintain employee records up to date (Personnel Files) and using tools Jobdiva,
- Preparing letters such as offer, confirmation, promotion etc.
- Recording, maintaining, and monitoring attendance to ensure employee punctuality.
- Resolving employee grievances.
- Conducting exit interviews for the employees and recording them accordingly.
- Handling full and final settlement of the employee.
- Coordinating with vendors and organizing Events
- Liaisoning Legal issues of the organization with the advocate.

Education

- 2014, Master of Business Administration from Regional College of Management, Bhubaneswar.
- 2011, Bachelor of Technology from Lovely Professional University, Jalandhar.
- 2007, Intermediate, from Bokaro Ispat Senior Secondary School, Bokaro Steel City.
- 2005, Matriculation, Chinmaya Vidyalaya, Bokaro Steel City.

Skills

Empathy

Problem Solving

Leadership

Flexibility

Employee Relation

Teamwork

Onboarding

Time Management

Projects



Industry Exposure: May 15, 2013 to June 30, 2013 _ **Emami Limited**



Project: Retailer Satisfaction from the services of distributor of Emami Ltd in Bokaro Steel City and Jamshedpur market.



Academic Project: Degradation of Industrial Dyes with White Rot Fungi.

Achievements

- Got Enabler award in support team with Artech Infosystems Private Limited
- Awarded 11 times best services provider with eTeam Infoservices Private Limited
- 2012, consolation prize in product analysis of AXE deodorant.
- 2007, 1st prize in 3km & 200mt race in 18th state level athletic meet.
- 2007, 1st prize in 400mt & 2nd prize in 200mt in 18th zonal level athletic meet.
- 2010, 1st prize in All India camel color competition.