



# Minu Prasad

HUMAN RESOURCE PROFESSIONAL



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## Work Experience

### Senior HR Executive

Sep 2017 – Present

HR GLOBAL SERVICES INDIA LLP  
BANGALORE, INDIA

Handling a team of 13+ HR Executives & HR Assistants for end-to-end HR Activities from Recruitment, Onboarding, Payroll, Compliance's, Employee Engagement Activities, Medclaim Management, Exit Formalities, F&F Settlement of employees for various IT & Non-IT Clients

### Senior Process Associate

Nov 2012 – Aug 2017

INFOTECH GLOBAL CONSULTING SERVICES  
BANGALORE, INDIA

Roles and Responsibilities were IT Recruitment of internal employees, Onboarding & Exit Process, Medclaim Settlements, Payroll Management, Attendance Reports, Full & Final Settlement etc.



## Education

### Masters of Business Administration (MBA)

Pursuing

NMIMS GLOBAL, MUMBAI

### Bachelor of Engineering (B.E)

2008 – 2012

ANNAMALAI UNIVERSITY, TAMIL NADU



## Certifications

### Certified Human Resources Manager (CHRM)

IIHR BANGALORE

### Certificate in HR Management

HR HOUSE

### e-Learning Certificate in SAP, Oracle, Workday, Success Factor

SAP ACADEMY E-LEARNING

### e-Learning Certificate in HR Business Partner, HR Analytics, Six Sigma

IIHR BANGALORE



## Career Achievements

- Received Star Performer of the Year, Employee of the Months & Client Recognition Awards in Infotech & HR Global
- Implemented GreytHR Software, Medclaim, HR Policies & Employee Handbook for various clientele in HR Global



minuprasad



@minuprasad



/in/minu-prasad



### 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.
- ✓ 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.

### 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.

### Mediclaime Management:

- ✓ Managing Mediclaime reimbursement claims, responsible for Full & Final settlements of the Mediclaime process of corporate client's employees, Addition & deletion of employees monthly basis, Coordinating with TPA's for resolution on pending cases

### 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 Handing & Taking Over and clearance, preparation of experience & relieving letters, exit interviews etc.

### Performance Appraisals:

- ✓ Initiating Performance Appraisals for confirmation & coordinating with employees and managers for feedback, preparation of Confirmation, Probation Extension, Appraisals Letters and Appraisal Reports

### Employee Engagement Activities:

- ✓ Handled Onsite & Virtual Employee Engagement Activities, Team Building Games & Activities for various companies

### HR Policies & Manuals

- ✓ Drafted and amended various HR Policies and Employee Handbook for various clients as per their requirements



## LANGUAGES

English  
*Professional*

Malayalam  
*Native*

Hindi  
*Professional*

Tamil  
*Professional*



## REFERENCES



Will be Provided upon Request