

Contact

simplykrishnajoshi@gmail.com

www.linkedin.com/in/
krishnajoshi0710 (LinkedIn)

Top Skills

Microsoft Office
Management
Microsoft Excel

Languages

English (Native or Bilingual)
Gujarati
Hindi
French (Limited Working)

Krishna Joshi

HR Generalist

Ahmedabad, Gujarat, India

Summary

Talent Acquisition:-

1. Manpower Planning / Budgeting and approval.
2. Sourcing of Resumes from various channels.
3. First level of Screening.
4. Final Salary Discussion.
5. Prepare the Salary Breakup.
6. Rollout the Offer letter.

Joining & Induction:-

1. Provide the joining formalities kit and collecting of all documents related to Education, ID Proofs, & Past Employer Experience.
2. Maintain the Personal Files of Individual
3. Opening the Salary Bank account.
4. Brief Induction Program: about the Company, General HR Admin and Reimbursement policies.
5. Issue the various types of letter to employees: Appointment/ Confirmation/Transfer to On roll Letters, Appraisal Letter, Relieving letter, Experience letter.

Monthly Reports

1. Managing Monthly Employee's ESI Challan to Submission.
2. Managing Monthly Employee's PF Challan to Submission.
3. Managing Monthly Employee's PT Challan to Submission..

Payroll:-

1. Make Salary Breakup.
2. Making list of Leave Approval for making adjustment from their leave balance.
3. Calculating their Daily All of Field/Office as per their attendance.

Exit Formalities & F&F settlement:-

1. Maintain the Resignation date, last working date and Salary hold list of employees.

2. Prepare the F&F Calculation sheet & arrange its payout PF Withdrawal Process.
3. Communication with Ex- employees and resolving their queries & concern.

Welfare and Benefit Administration.

1. Organizing the Birthday celebration, Festivals, Days & Gifts.

Experience

Citrin Cooperman

Human Resources Generalist

November 2022 - Present (6 months)

Ahmedabad, Gujarat, India

Infinity Globus

HR Manager

August 2021 - November 2022 (1 year 4 months)

Recruited out of 100+ candidates to be a pivotal contributor to the development and implementation of HR policies, communication strategy, talent acquisition, training, and professional employee development to support organization grow.

Notable Contributions:

Conducted a comprehensive gap analysis of HR organizational performance and introduced innovation and new practices around process automation, communications, collaboration, and employee engagement that reversed low employee morale and high turnover.

Inspired confidence in HR Management and increased employee productivity and performance by helping employees adapt to the organizational change presented by Covid-19, facilitating workshops that promoted policy transparency and rewarded feedback and commitment.

Spearheaded and completed HR transformational projects, including expanded employee benefit plans, interdepartmental communications, strategic workforce planning, and talent development.

Documented standard HR processes and best practice procedure, revising and updating the original Employee Handbook from time to time. Built an HR Drive where all documents and records are accessible to staff depending upon their security level.

Optimized the company investment in HR software by fully utilizing all modules of Keka Payroll.

Accelerated employee onboarding success through PowerPoint presentations on all necessary information, benefits, payroll inquiries, expectations, procedures, and contacts for each department.

Carefully monitored and measured organizational progress on KPIs, developing reports that highlighted real progress on absenteeism rate, talent satisfaction, recruiting conversion rate, and employee productivity.

Media NV

Human Resources Manager

February 2021 - July 2021 (6 months)

Ahmedabad, Gujarat, India

Responsible for managing the whole gamut of the recruitment cycle. Role Identification, CV sourcing, initial.

As an HR, I am shortlisting and scheduling interviews of suitable candidates with the Managers.

Salary negotiation with selected candidates and offer closures.

Prepare and update Job Description & Job Specification.

I am Issuing an offer letter, appointment, confirmation & relieving letters.

I am handling the background verification check of all the new joiners.

Organizing & conducting Induction/Orientation programs like Company Overview,

Policies & Procedures, Work Rules for all the new joiners

Taking care of the full & final settlement of the employee.

Maintenance of employee database, personnel records & personnel files.

ESIC & Payroll Entries.

Responsible for end to end recruitment; Sourcing CVs, conducting telephonic interviews and short-listing candidates, coordinating for all-round in the selection process & extending the offer based on Salary Negotiation and

conducting exit interviews to identify reasons for employee resignation, issuing experience letters and coordinating with payroll team for Final settlement.

iGeeks Media PVT LTD

Human Resources Manager

January 2020 - January 2021 (1 year 1 month)

Ahmedabad, Gujarat

1. Develops and maintains a human resources system that meets top management information needs.
2. Develops Company policy regarding equal employment opportunities, compensation, and employee benefits.
3. Recruits, interviews, tests, and selects employees to fill vacant positions
4. Handling Induction, Joining Formalities, Exit Interviews, Payroll, Salary Process, Salary Negotiation etc
5. Keeps records of benefits plans participation such as insurance plan, personnel transactions such as hires, promotions, transfers, performance reviews.
6. Responds to inquiries regarding policies, procedures, and programs.
7. Outstanding knowledge of MS Office; Excel, Power Point, HRIS systems.
8. Maintain employee files and records in electronic and paper form.

DH Recruitment Services

Recruitment Specialist

April 2018 - December 2019 (1 year 9 months)

Ahmedabad Area, India

I am responsible for screening, Interviewing and placing right Candidates, as well as keeping up to date on International Hiring And Domestic Hiring Laws and Regulations.

Abellon Clean Energy Ltd.

Executive Career Center

June 2014 - March 2018 (3 years 10 months)

Ahmedabad Area, India

- Handling End to End Recruitment cycle of the all group companies
- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee on-boarding and help plan training & development
- Provide support to employees in various HR related topics such as leaves, compensation etc. and resolve issues and problems
- Promote HR programs to create an efficient and conflict-free workplace

- Assist in development and implementation of human resource policies
- Undertake tasks in performance management
- Gather and analyze data with useful HR metrics
- Maintain employee files and records in electronic and paper form

United HR Solutions Pvt. Ltd.

Sr. Recruitment Consultant

2012 - 2014 (2 years)

Searching the database / web / job sites to source out the required resumes.

Speaking/Emailing to the screened/short-listed resumes and checking their availability and interests.

Forward the interested candidate resumes to clients against requirements with the help of Senior Consultant.

Exposure of Handling Financial verticals recruitment.

Taking Primarily Round or First Round Of the candidates on telephone.

Referring such candidates to the client for the further Interview round.

Executing complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirement.

Screen and shortlist potential candidates based on skills, expertise and availability. Responsible for recruitment of the candidate and schedule their interview with our client.

Education

International Institute of Flying Staff

Diploma in Aviation · (2009 - 2011)

Shree M. D. Patel High School

Science with Biology · (2008 - 2009)