



Kimbili Pereira

Senior Officer HR

Highly skilled and versatile HR Generalist with 4.9 years of experience in managing a wide range of human resources functions. HR professional with a strong ability to build positive employee relations, develop and implement HR programs and contribute to a positive and engaging work culture.

Experience

Senior Officer HR

Furtados Music India Pvt Ltd

November 2018 - Present

- Collaborated with department managers to identify staffing needs and developed effective recruitment strategies.
- Managed end-to-end recruitment process including job postings, candidate sourcing, screening, interviewing, extending employment offers and onboarding program.
- Prepared and processed employee payroll data such as attendance, leave, sales incentive and overtime for accurate and timely payroll processing.
- Prepared FNF statements and communicated settlement details to departing employees.
- Responded to payroll-related queries and resolved concerns.
- Created and maintained an employee handbook and other HR documents, ensuring compliance with company policies and legal requirements.
- Handled the PF and ESIC documentation and prepared professional tax reports.
- Implemented payroll software system to streamline processes and improve efficiency.
- Monitored leave and attendance and maintained a biometric system.
- Prepared a wide range of HR letters and maintained HR records and documentation, including personnel files.
- Provided guidance and support to employees on HR policies, procedures and employee benefits.
- Identified training needs and coordinated training programs for employees.
- Implemented leave and attendance software.
- Provided individual coaching and mentoring to HR team members on various aspects of HR.
- Managed the company's medical program including enrollment, renewals and claims processing.
- Collaborated with insurance brokers to negotiate competitive rates and review plan offerings.
- Hosted and organized employee retreats, birthday celebrations, company picnics, and other milestones.

Contact



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Juhu, Mumbai



Kimbili Pereira

Education

2018

Bachelor of Management Studies

HR Specialization

St. Andrews College, Bandra

Skills

- Recruiting
- Payroll Management
- Attendance Management
- Employee Relation
- Negotiation
- Team Player
- Decision Making
- Leadership
- Time Management
- Technical skill- Advance Excel