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Brief Overview

- A consummate professional with 3+ years of working experience in IT industry involved in HR, recruitment and selection, talent acquisition, leaves & attendance management, policy drafting, general administration & coordination, training & development & payroll management. Compulsory adherence to statutory compliance is also taken care of.
- Have extensive experience in setting up the HR functions - developing HR processes & operational policies for business unit excellence.
- Excellent communication and management skills, ability to work simultaneously with management functions including planning, organizing, directing, staffing and controlling.
- Currently taking full charge on these client's resources in regards to various actions from recruitment till exit – Accenture, Cognizant, L&T Technology & LTIMindtree.

Mastered Skills

- Talent Acquisition
- Performance Management
- Compensation Management
- Employee Relations
- People Management
- General Administration
- Stakeholder Management

Professional Experience

- 1. Company Name:** Orcapod Consultancy Services Pvt Ltd
Designation: Team Lead – HRBP
Duration: April 2021 to present

Roles & Responsibilities:

Talent Acquisition

- Managing the complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements.

- Recruitment through multiple sources – Job portals (Naukri, Monster & Times Jobs), references & manpower Consultants etc. for all levels.
- Responsible for job portal vacancy maintenance- job up loading, response management.
- Maintaining recruitment database containing information relating to all the applicants and using the referral for the further requirements for the organization.
- Coordinating with candidates & arranging their preliminary & final rounds of interview at various levels.
- Back Ground Verification & referral checks of new joiners before final round of interview.

Joining Formalities & Induction

- Issuing offer & appointment letters.
- Responsible for conducting induction program for the new joiners.
- Coordinating with functional heads & conducting departmental induction.
- Taking care of all joining formalities namely Onboarding forms, Bank A/C openings, ESIC, PF & Gratuity enrollment.
- Coordinating with IT department for creating email ID & attendance access cards.

Training & Development

- Identifying training needs across the organization in consultation with Head of Departments.
- Organizing training programmers to enhance the manpower skills & efficiency.
- Preparation of training calendar & training budgets.

Audits & Follow Ups

- Keeping & updating records as per the requirements of ISO, EHS, NABL.
- Follow up of Internal Audit Observations related to Human Resource.
- Maintaining the HR Personnel & Training records as per different audit standards.

Performance Management

- Handling performance appraisal of all the employees.
- Ensuring timely 3/6monthly evaluation of the probationary employees.
- Coordinating and tracking all functions of midyear and yearly performance reviews.
- Keeping a track of appraisals and promotions taking place on a regular basis.
- Responsible for preparing analysis sheet for salary review and annual increment of employees of the company.

Employee Relations, Employee Welfare & Employee Engagement

- Counseling and supporting employees to have a good employee relation.
- Continuous interaction with employees to understand and resolve their grievances/queries and keep them motivated
- Rewards & Recognition- Organizing official functions, Birthday & Anniversary Celebrations, social activities etc.
- Handle the discussions and issuance of oral reprimand / warning letters to the employees under non-compliance of standard operations

Attendance Management & HRMIS

- Responsible for time office functions i.e. Attendance, Leaves, O.D. etc.
- Entering employees' details in Master Payroll.
- Maintaining HR database containing all employees' individual files, confidential documents etc.
- Updating Organization Chart of all Departments on monthly basis.
- Responsible for work plan review on Monthly/Quarterly/Half yearly/Yearly basis

Statutory Compliance & Payroll Process

- Preparing summary of new joiners and resigned employees.
- Designing CTC with break-up of Gross salary.
- Maintaining PF, ESIC & other statutory compliances.

- Looks after leave and attendance of the all employees with regular update for salary processing.
- Preparing monthly salary of all employees through excel and software.
- Generating pay slips of employees.
- F&F Settlement

Employee Exit

- Conducting exit interviews, filling up necessary HR related documents.
- Arranging for F&F, experience certificates and relieving letters post ensuring completion of resignation formalities.
- Collecting all the company related documents, information & assets etc. from employees.
- Sending requests to the IT dept to dissolve e-mail ID
- Exit Interviews.
- Attrition analysis
- Manage statistics on Employee Voluntary & Involuntary attrition, demand and supply of manpower

Managerial Roles and Responsibilities Handled (of late)

- Set objectives for the HR team and track progress
- Design and implement company policies that promote a healthy work environment
- Develop compensation and benefits plans
- Support and suggest improvements to the entire recruitment process
- Host in-house recruitment events
- Discuss employees' career development paths with managers
- Monitor HR metrics (e.g. turnover rates and cost-per-hire)
- Review departmental budgets
- Organize learning and development programs
- Maintain HR procedures that comply with labor regulations.

2. Company Name : FIDELITY International

Designation : Associate – Business Operations

Duration : Feb-2016 to Dec-2017

Responsibilities: :

- Strict adherence to provide a resolution in assigned TAT;
- Avoid conduction of breach to get reported to FCA with timely action of work;
- No skip of immediate action on time bound cases;
- Keep a close check on team members assigned task;
- Monthly report on teams action with individual's productivity;
- Perfect resolution of customers concern within stipulated TAT;

3. Company Name : AVIVA Life Insurance

Designation : Executive – Operations (Customer Services & Financial Underwriting)

Duration : July-2013 to Feb-2016

Responsibilities:

- Analyze the data in the insurance application forms and determine the credit worthiness of the applicant in complex and intriguing cases.
- Consult and work with the IRDAI regulations and/or legislation.

- Refer to our head of the underwriting department for any clarifications or changes in the insurance underwriting coinciding with company policy.
- Facilitating the training of the junior underwriters about the insurance underwriting policies and strategies to improve product quality on our team.
- Plan, depict, and format the training programs while introducing the new plans or modifications made in an existing and presiding policy.
- Framing and analyzing of Financial Underwriting parameters as per KYC & AML guidelines

4. Company Name : AVIVA Life Insurance

Designation : Executive – Operations (Customer Relations)

Duration : Dec-2010 to Oct-2011

Responsibilities

- Proper escalation of customer grievance to Complaints cell;
- Strict adherence to provide a resolution in assigned TAT;
- Complaint resolution in a timely manner;
- Assisting team members in crucial cases.

Technical Skills

- Well verse in using Life Asia & GFAS (AS 400) applications;
- Worked on platforms like Field Glass, IQN, Workday and PeopleSoft.

Projects Undertaken:

- Industrial visit and reported on Ultra Marine Chemicals And Pigments Ltd. Ranipet, Vellore (unit of THIRUMALAI CHEMICALS Ltd-world's 3rd largest producer of pigments);
- Conducted a consumer behavior survey aiming at knowing the consumer taste and preferences in Vellore;
- Study on Mergers and Acquisitions and their effects on organizations (taking example of **Abbott & Wockhardt**);
- A detail study on Competency based compensation plan at **ACCENTURE and FLEXTRONICS**;
- A detail study of Global Sourcing techniques inculcated by **ACCENTURE**, Chennai.

Academic Qualifications:

Masters in International Business from VIT Business School, VIT University, Vellore in 2010 with dual specialization in **Finance and HR**.

Qualification	Year of Passing	Percentage	Institute/Board/University
MBA(IB)	2010	7.63 (CGPA)	VIT Business School, VIT University, Vellore.
B.Com	2008	69%	GRD Girls Degree College, Dehradun - HNB Garhwal University

10+2	2005	74%	River Dale High School, Dehradun - I.S.C. Board
10 th	2003	75%	River Dale High School, Dehradun - I.C.S.E Board

Industrial Experience (while pursuing MBA):

Organisation	Designation	Tenure	Job responsibility
Oil & Natural Gas Corporation, DehraDun	Financial Analyst	6 weeks	❖ Comparative Study on Ratio Analysis ❖ Cash & Inventory Management at ONGC

Role played in successful completion of the project:

- ❖ Acted as the financial analyst and analyzed various reports of the company.
- ❖ Made a comparative study on its annual growth and performance, stability and liquidity with 2 of its biggest competitors, viz, **Chevron & Exxon**.
- ❖ Analyzed several statements like:- Bank Reconciliation Statements, Profit & Loss Accounts Statement, Balance Sheets for not less than a period of 5 years.
- ❖ Prepared a SWOT Analysis of ONGC.
- ❖ Made a thorough study on the Management Style at ONGC.
- ❖ In addition to the detailed study done on financial affairs of the organization also prepared a overview on the Operational & Production areas of the corporation.
- ❖ Interpreted the ratios in the Layman terms so that it is understandable for each and everyone and also highlighted the use and significance of all the ratios individually.
- ❖ Found out the Inventory Management style at ONGC.
- ❖ Made a study on inventory status to be held at any point of time at ONGC.
- ❖ Suggested measures and recommendations made to the company for its Non-Moving inventory.
- ❖ In addition to this made a detailed report on the Cash Management of ONGC in the form of Cash Credit, Loans, and Investments.
- ❖ Prepared a Cash Flow Statement of the organization and also made a Cash Forecast for the coming financial year, i.e. April 2009- March 2010.
- ❖ Successfully completed the project in given time period.

Personal Details

- Date of Birth: Feb 05, 1987
- Nationality: Indian
- Marital Status: Married
- Current Location: Noida
- Languages Known: English, Hindi & French
- PAN Card No.: On Request
- Passport No.: On Request
- Aadhar No.: On Request

Date:

(Aparajita Karoria)