




SUMMARY

Skilled HR professional with 12 years of diverse experience in end to end HR process. Pursuing Certificate course in Strategic HR Management from IIM – Trichy.

COURSES

Microsoft Office		Saiba	
Spine payroll		Office Management	
Mera Pay			

EXPERIENCE

HR Manager

Shift Risk Insurance Brokers Ltd Nov 2018 - Present

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Developed overall increment policy of the company, right from framing KRA/KPI's and suggesting promotions and increments. Worked on BSC model.
- Worked on OKR and KRA model between different departments.
- Bridge Management and employee relations by addressing demands, grievances and other issues. Ensuring that ENPS score is more than 60%.
- Performance Management. Developing incentives and processing the same.
- Partnering with HOD's for understanding the requirements for smooth functioning of the team.
- Manage recruitment and selection process.
- Managing training, L&D process of the company.
- Processing payroll and statutory compliances.
- Come up with new ways to measure employee morale and determine methods for improving overall employee satisfaction
- Develop and monitor overall HR strategies, systems, and procedures across the organization.
- Nurture a positive working environment
- Maintain pay plan and benefits program.
- Introduced PIP system for maintaining the performance of the team. Suggested measures to maintain discipline.
- Employee wellness and engagement activities, Managing and allocating HR funds, Facilitating and promoting HR rewards & recognitions, Retention management including learning & development, Draft, modify and implement company policies, Ensuring HR processes and policies compliance.

Human Resources Manager

Standard Group India Dec 2015 - Oct 2018

Recruitments:

- Assessing fitment of the candidate and Finalising the candidate , negotiating salary.
- Determining pay packages as per market standards.
- Preparing KRA's and KPO's for all employees.

Induction & Orientation-

- Issuing Offer letter, Appointment Letter, Check availability of PCs/ Laptops for the new
- Scheduling & organizing induction & orientation programs for newly hired employees.
- Arranging Training for the Employees. Periodical review of the employee for understanding any difficulty faced during training or thereafter.

Salary and Compliances:

- Monitoring monthly salary of more than 300 employee and Compliances on Spine

software.

- Checking contractor's bill and passing the same to A/c's.
- TDS calculation.
- Submitting salary and expenses report monthly → PF, ESIC, MLWF, Shops, Medical, Gratuity.

Employee Training:

- Assessing training needs and conducting training as per requirement.
- Encouraging HODs to conduct training.
- Making sure people actively participate in conducting and attending training.

Employee Engagement Activities:

- Conducting fun filled activities on Saturdays.
- Organising indoor and outdoor games for the staff.
- Encouraging people to actively participate in the activities.
- Celebration of Festivals. Arranging Monthly Lunch party or Pot Luck party for staff.
- Employee of the quarter, Employee of the year, Best new recruit award

Assistant Manager - HR

Valrack Modular Systems Pvt. Ltd. *Dec 2011 - Nov 2015*

- Payroll processing and compliance. Of staff and labour.
- ISO audit compliances
- Recruitment
- Employee engagement
- Induction and training
- Grievance handling

Facade Concept Design Pvt. Ltd

HR Executive *Jan 2010 - Dec 2011*

HR Executive

Shree Vishnu Maya Textiles *Aug 2008 - Dec 2009*

PROJECTS

How is OKR different from regular KRA's and how effective is the same.

Evaluation *Apr 2022 - Present*

EDUCATION

Masters in Business Administration

ICFAI University *Apr 2020 - May 2022*

Major : HR

Minor : Business planning

B.Com

Mumbai University *Jul 2007 - Apr 2008*

Certification

Certificate course in HRM from Skilldeck

SKILLS

- Good knowledge of Computer applications.
- Good verbal communication skills.
- Team Player.
- Capability to work under pressure.
- Troubleshooting skills.

LANGUAGES

English



Hindi



Marathi



Malayalam