

Curriculum Vitae

Honey Syed

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PROFILE SYNOPSIS

- HR Professional with 8+ Years of in-depth exposure in HR Operations and Talent Acquisition.
- Comprehensive and strong expertise in IT and Non-IT Recruitment, Campus Hiring, HR Operations, Performance Management, Employee Relations, HR Policies and Payroll.
- Managing end to end recruitment life cycle (sourcing, screening, shortlisting, coordinating, salary negotiation, creating offer, on-boarding, preparing reports,
- High-energy, passion and understanding of technology and Strong at sourcing and technology knowledge and awareness.
- Taking care of Payroll process that includes ESI, PF.
- Excellent verbal and communication skills.
- Self-Starter and ability to work independently and good work experience with Startups.

CORE COMPETENCIES

Talent Acquisition / Recruitment	HR Policies & Procedures
Joining & Exit formalities	Payroll Processing
Training & Development	Attendance & Leave Management
Performance Management / Appraisals	Statutory Compliance

PROFESSIONAL EXPERIENCE

Osprosys software private Ltd
Sr. HR Coordinator

January 2015 -July 11-2023

"Osprosys is a global technology services and outsourcing company. Osprosys specializes in the us Healthcare design and deployment of leading-edge information management solutions, supplied by an infrastructure of global resources. Committed to delivering innovation. Osprosys has over 18 years of experience in industry."

Key Responsibilities:

- Handling end to end HR Operations and Recruitment.
- Currently handling the team of 1 recruiter.
- Coordinate with operations manager to understand the requirements, filling the requirements on-time.
- Taking care of onboarding formalities and induction program for new joiners.
- Creating and maintaining MIS for recruitment function.
- Handling complete payroll includes Attendance.
- Designing and implementing of HR Policies.
- Employee engagement and grievance.
- Taking care of employee retention and exit interviews.
- Conducting reference checking and background verification
- Extends job offers, conducts new-employee orientations, monitors career-path program and employee relations counselling,
- conducts exit interviews.
- Responsible for all employee's attendance tracking payroll Identification of training needs, taking inputs from the respective department's heads, formulating and executing training calendars.
- Formulation and awareness of HR policies and processes.
- Generating all kinds of HR related documents - Employment Agreement Letter, Transfer Letter, Appraisal Letter, etc.

- Handling employee engagement activities.
- Coordinating with system admin for login and system setting up for new user.

**Hairline international Hair and Skin care clinic
Sales Consultant**

May 2012 to Jan 2015

- Coordinating with clients, explaining abouts products and service, maintaining client's data and services details, keeping all the safe and confidential.

Achievement

- Received best sales award in hairline hair and skin care clinic
- Received appreciation email from CEO and HR manager closing the positions in give time limit in osprosys.

DETAILED JOB PROFILE

Recruitment: •

- Regularly interacting with the different unit heads and hiring managers to discuss various parameters and timelines and to understand the existing and future requirements and preparing the Job descriptions as per the requirements.
- Sourcing the best talent through various channels like social media, internal employee referrals, job portals, networking, Training institutes, database etc.
- Screening and short listing the candidates after mapping their profile with the desired profile.
- Conducting initial round of interview in order to assess the candidates Suitability, Attitude, Academics and Professional qualifications, Experience, Communication skills etc.
- Arranging and coordinating interviews with technical panel and follow up with them to obtain feedback, calibrating the candidate and assist in decision making process and discuss on compensation package and necessary approvals.
- Develop and manage strong consultative relationships with hiring managers and candidates.
- Solicit and document hiring manager and candidate feedback throughout the interview process.
- Discuss with the selected candidate on salary and Notice period.
- Preparing the offer letter and roll out and follow-up till the candidate is on-board.

Induction and Joining Formalities:

- Inducting and orientation of new employees, making them aware of the company's background, rules, policies and procedures.
- Responsible for completion of all the joining formalities of the candidate.
- Coordinating with support Departments and get access to the new Employees to various departments.
- Conducting background checks of new employees.
- Maintaining the skill wise database of the prospective candidates regularly for the future requirements.

Employee Relations, Welfare and Grievances:

- Employee grievance – acting as a single point of contact for all employees related issues, taking care of employee grievance and various issue/queries and trying to solve them.

- Organizing various activities like Reward and Recognition programs, Fun and Sports events, Team Outing, Official Gatherings, Birthday Celebrations, Festive Parties, Annual Celebration, Farewell Parties etc.

Exit Formalities:

- Conducting exit interviews for resigned employees.
- Completing all separation formalities such as Full & Final settlement of employee salary,
- Issuing Relieving and Experience Letters.
- As a part of separation process, analysed the data and submitted findings to the management as a part of strategy to reduce attrition.

Payroll Process:

- Responsible for employee attendance, payroll and reimbursements process and responsible for all statutory compliance.

PROFESSIONAL QUALIFICATION

MBA- HR 2011

DIPLOMA IN COMPUTER SCIENCE AND ENGINEERING -2008

PUC – SANCHIHONAMMA PU COLLEGE

SSLC- NATIONAL ENGLISH SCHOOL

PERSONAL INFORMATION

Date of Birth: January 01

Marital Status: Married

Gender: Female

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Thanks, and Regards

Honey syed

Bangalore