

# SIVA PARVATHI SAMMETA

## Sr. HR Executive



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Hyderabad

Seeking an opportunity for professional challenge and growth to support and enhance co-operative objectives of the company.

### Profile:

Having 5+ years of experience handling complete employee life cycle, which includes End-to-End Recruitment, Onboarding and Induction, Payroll Management, Exit Management, Compensation Design, Statutory Compliances, Employee Engagement, Policy Drafting and Handling Employee Grievance.

### PROFESSIONAL EXPERIENCE

#### Current Employer:

**VST Industries Ltd.**

Since August'22- Till date.

**Profile: HR Executive**

- Facilitating the new contract employee/Employees with Industry practice IR policy.
- Initiating the trainings to enhance the skills (Identifying a lack of skills, which belongs to Talent Management).
- Creating PF and ESIC for new employees, updating ESIC nominee, particulars, and submitted Joint declaration forms for PF.
- Generate the PF and ESIC challans and prepare the consolidated report.
- Participating in a Government-Organized Apprenticeship Recruitment Drive.
- Documentation and contract generation for Trade and Graduate Apprenticeships.
- Issuing Service & Experience certificates for apprentices.
- Handling Attendance, PF and ESIC grievances.
- Comprehension about the bonus and leave encashment computations.
- Preparing Wages Report in accordance with Muster Roll.
- Handling Employee onboarding and Exit procedures.
- Maintaining a Physical and system –based employee database.

#### Previous Employer1:

**ISS Facility Services India Pvt Ltd**

Since November'21- July '22

**Profile: Sr.HR Executive (People & Culture).**

- Administering the onboarding process (documentation) and setting employee codes in Zing HR. Hands-on experience with the Zing HR tool.
- Creating PF and ESIC for new employees, updating ESIC nominee, particulars, and submitted Joint declaration forms for PF.
- Employee incorporation and E-separation (deletion) in HRMS portal.
- Handling employee payroll and attendance grievances.
- Completing exit procedure.
- Maintaining Employee database.
- The transmission of offer, appointment, Increment and Exit letters.
- Preparing payroll inputs for Payroll Processing.

**Initial Employer:**

**HR Axiom Solutions**  
**Profile: HR Executive.**

**Since April'18 – Oct '21**

- Human Resource Management Estimate future manpower needs in each department.
- Finishing all joining formalities (Documentation). Providing an induction and briefing on corporate rules, several departments, the organization's vision and objective.
- Attendance system monitoring by biometric device and APP. Preparing for on-time attendance and communicating LOP details to employees (Pre-Payroll).
- Drafting & Initiation of new policies and implementation of existing policies.
- Employee insertion and deletion on the payroll system, salary processing, and verification of Professional Tax, PF, and ESIC deductions.
- Process Full and Final Settlement with Gratuity.
- Handling grievances, salary, and attendance queries.
- Creating PF and ESIC for new hires and resolving issues such as PF withdrawal, ESIC nominee details updating, and so on.
- Generate the PF, ESIC, and PT challans and process the payments.
- Managing recreational events such as birthday parties, anniversaries, and festivals.
- Conducting an exit interview. Accurately completing exit clearance and asset handover.
- Providing clearance to the accounts team for full and final employee settlement.

**Areas of Exposure:**

- End to End Recruitment
- Onboarding and Induction
- Payroll Management
- Employee Relations/Welfare
- Leave, Attendance Management
- Statutory Compliances
- Employee Engagement
- Contract Worker Management
- Exit Management
- Employee Grievances
- HR Auditing
- Policy Framework and Implementation
- HRIS Management
- HR Dashboard
- Vendor Management

**Academic Experience:**

- MBA in HR from Sir C.R.R College for Women with 71% completed in 2017.
- B.Sc. from S.V Degree College with 82% completed in 2015.
- Intermediate from S.H Junior College with 76% completed in 2012.
- SSC from Z.P.H School with 83% completed in 2010.

**Personal Details:**

Date of Birth : 04-11-1994  
Gender : Female  
Nationality : Indian  
Father's Name : Sammeta Prasad Rao  
Mother's Name : Sammeta Venkateshwaramma  
Marital Status : Married  
Languages Known : English, Telugu and Hindi

**Declaration:-**

I, **Siva Parvathi** hereby declare that all the information stated above is true to the best of my knowledge and belief.

**S.S.Parvathi.**