



MONALISA PANDA

Mobile:

9903904008/89206097656

Email:

monalisha.panda54@gmail.com



EDUCATIONAL QUALIFICATIONS

- 2015 Completed MBA in H.R under Punjab Technical University in United School of Business Management, Bhubaneswar.
- July 2011 completed diploma in Aviation (level 5 ICM) in Aviation, Hospitality and Travel Management with distinction from Frankfinn Institute of Air Hostess Training, Bhubaneswar, Odisha.
- March 2011 completed B. A. in Sociology (Hons), Utkal University, Bhubaneswar, Odisha.
- March 2007 completed CHSE under Council of Higher Secondary Education, Bhubaneswar, Odisha.
- May 2005 completed HSE under Board of Secondary Education Bhubaneswar, Odisha

PROFESSIONAL SUMMARY:

Senior Human Resource professional with experience in End-to-End Onboarding and Offboarding process (Rolling out offers, taking care of joining, BGV process, Documentation, Giving induction on Company's profile, rules etc.)

Employee Data Management (Creating employee ID, implementing employee's details on Company's HRMS, keeping a track on employee's lifecycle activities etc.)

Proficient in Payroll Management, Conducting Employee's engagement activities, Grievance Handling, Employee Retention and Offboarding. (Accessing exit survey data, take-active steps on issues/trend)

Taking care of Company's Benefit plan such as working on Mediclaim for adding/deleting and keeping a track on insurance claiming etc. Coach Employees on leave option, Coach Manager on complex situations, Payroll reconciliations etc.)

Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).

Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.

Attendance & Leave Management. Planning & directing training for employees including Managers. Manages and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations.

Smart worker, Customer/employee handling skill, good timekeeper, Negotiations Skills, Ability to deal with people diplomatically, Willingness to learn new things, Team facilitator, Initiative-taking.

Change Management (Preparing letters related to visa cover and invitation letters as per the business requirement.)

Creating HR dashboard in Microsoft PowerPoint, Excel and Google/ Look up studio.

PROFESSIONAL EXPERIENCE:

- Vender Management
- Compliance Management
- Payroll management
- Raising invoice
- Interviewing
- Recruitment
- HRO(Onboarding
- Payroll Management
- Employee Data Management
- Performance Appraisal
- Management
- Exit Interview
- MS Excel
- MS Office
- MS Word
- MS Power point
- GreythHR
- E-manage
- Workday
- SAP
- PeopleSoft & ERP
- Won accolades in HR
- Payroll training from GreythHR.

PERSONAL TRAITS:

Father's Name: Bijay Kumar Panda

Languages Known: Odia, Hindi, English, Bengali.

Nationality: Indian

Passport: W4208624

Pan card no.: AZVPP6081C

Interests:

- Net Savvy
- Hiking
- Reading
- Travelling
- Cooking
- Meditation
- Photography

PROFESSIONAL EXPERIENCE:

HR Generalist with Careernet Technologies Pvt. Ltd. for General Datatech India Pvt. Ltd. from January 2023 till 7th August 2023

Responsible for End-to-End Onboarding and Offboarding process (Rolling out offers, taking care of joining, BGV process, Documentation, Giving induction on Company's profile, rules etc.)

Employee Data Management in One Drive (Creating employee ID, implementing employee's details on Company's HRMS portal (Workday), keeping a track on employee's lifecycle activities etc.)

Taking care of end-to-end benefit plan such as working on Mediclaim for adding/deleting and keeping

a track on insurance claiming etc. Coach Employees on leave option, Coach Manager on complex 2 situations, Payroll reconciliations, Company's health benefit reimbursement, Shift allowances etc.)

Attendance & Leave Management. Planning & directing training for employees including Managers. Manages and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations.

Responsible for end-to-end Payroll process. (Keeping a track on employees shift allowances getting approvals from the respective Managers, adding the new joiners' details like Bank account, Aadhar card number, pan card number and UAN number etc. Updating the same in Payroll Excel sheet and process the same to the accounting department.)

Responsible for the Company's engagement activities like Wednesday Vibes, working in a team to conduct Company's annual day celebrations, monthly birthday celebration etc.

Working closely with the HR leader on HR compliance and sharing the same with the vendor to submit it on Labor office.

HR Operation with Klaus IT Solutions Pvt. Ltd. For Citrix R&D India Private Limited from August 2022 - October 2022.

As a HRSS Associate reporting to the Manager and responsible for end-to-end employee filemanagement.

Assigns cases to appropriate AskHR team members or manages them directly Tracks own assignedappropriate subject matter expert or COE.

Supports HR Managers and HRBPs by processing wide-scale involuntary termination documentation inrelation to business unit reorganizations Regularly participates in notification meetings.

Employee data change in Workday

Initiating and rescinding of OTP in Workday

Handling offers rescind process and submit separation request in separation utility tool

Executes the exit processes for terminating employees including final pay checks and outstanding paybacks, disabling access to company systems, shipment of personal effects and return of company equipment Monitors payment issues or agreements requiring signature and follows up through resolution Conducts voluntary exit interviews and supports HR Managers in involuntary termination notification meetings.

Help Management take important decisions by garnering feedback from employees through exitinterviews, surveys, one-on-ones etc., thereby bring about change in the processes and policies.

Issuing Letters based on employee/manager/HRBP's request.

Being Accountable and handling Education Assistance program for US and submitted quarterly Reconciliation/HRIS report.

Handling global mobility process like issuing Visa letter, Business travel letter, NOC (No Objectionletter)

Leave administration in Workday.

Manage Probation in Workday and process probation extension letter as confirmed by HRBP andManager.

Maintained employee Personal file in share file.

Conducted Employment verification for former and active employee's

Created Knowledge article on HRSS process and part of ServiceNow Upgrade – HR Module

Internal transfer and rehire process.

Taking care of global mobility cases (Preparing visa cover and Invitations letters etc.)

**HR & Office Operations Administrator in GGV Managerial Services payroll under Pasona India Pvt. Ltd.
From 25th May 2022– 31st July 2022.**

Taking care of all HR and admin activities, along with maintaining database.

Coordinating end to end interview process.

Handling day to day operations and administrative activities.

Vendor Management (Manage Order services, supplies, and materials).

Taking care of Schedule meetings, conferences, teleconferences, and travels.

First point of contact for employees regarding HR System and process questions

Ensure employee life cycle changes and other details are accurately captured and business processes are complete prior to payroll deadline.

Maintain HR Policy & Procedure Manual updating as needed. Provide back-up support for HR team as required.

Providing resolution on IT queries by dealing with various vendors and managing admin work in Google suite, zoom call and Slack (Like adding or deleting all Company's employees accounts).

Coordinating with accounts team to ensure all the payments are and vendors invoice are paid on time.

Managing and conducting Employee's engagement activities, Grievance Handling, Employee Retention, Onboarding and Offboarding. (Accessing exit survey data, take active steps on issues/trend).

Managing Admin and Finance related work including Petty Cash.

Taking care of Company's Benefit plan such as working on Mediclaim for adding/deleting and keeping a track on insurance claiming etc. Coach Employees on leave option, Coach Manager on complex situations, Payroll reconciliations etc.)

Assisting to the CEO as per the requirement.

Coordinating with the IT vendor for modification of Company's website as on when required

Manger- HR & Admin in Welmonde Healthcare Pvt. Ltd, parent & group Companies (Welmonde Health Care Pvt.Ltd. & WiseWolf Solutions Pvt. Ltd.) September 2020- 21st May 2021.

Taking care of all HR and admin activities, along with maintaining database and transnational detailsto assist the company's auditor.

Managing end to end recruitment.

Internal Employees Query Handling & Coordinating with Operations Team & Office.

Documentation of concerns or issues, Employee Engagement Activities (Sports events,Outing etc.)

Office facilities management.

Vendor Management (Manage Order services, supplies, and materials).

Taking care of Schedule meetings, conferences, teleconferences, and travels.

Employee Data Management.

Track Supply order execution and vendor Supplied.

Preparation of reports and tracking purchase sales using.

Payroll processing in monthly basis.

Managing Admin and Finance related work including Petty Cash.

Responsible for the day-to-day delivery and administration of core employee job change and life cycle processes for supported areas including Onboarding, and terminations

Responsible for maintaining and ensuring full compliance of employment files physical and digital aswell as overall record keeping.

Responsible for creation and issuance of employee related documentation, including but not limited to, offer Letters, separation agreements, consultancy agreements, verification of employment lettersand seeking approval for these where necessary.

Data Management and Dashboard Creation.

Manage new hire process inclusive of background and compliance check monitoring, issuance of new hire paperwork for supported areas as well as delivery of new hire orientation as required

Ensure that all HR employee transactions are compliant with internal control guideline,employment law

First point of contact for employees regarding HR System and process questions

Ensure employee life cycle changes and other details is accurately captured and business processes are complete prior to payroll deadline

Maintain HR Policy & Procedure Manual updating as is needed. Provide back-up support for HR team as required

Perform internal audits to determine data differences, gaps, or incompleteness of records.

HR EXECUTIVE, Sunrise Biztech system Pvt. Ltd., Bengaluru, Apr 2018 - Apr 2019

Responsible for the day-to-day delivery and administration of core employee job change and life cycle processes for supported areas including Onboarding, and terminations

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Ensuring employee life cycle changes and other details are accurately captured and business processes are complete prior to payroll deadline

Maintain HR Policy & Procedure Manual updating as is needed. Provide back-up support for HR team as required

Perform internal audits to determine data differences, gaps, or incompleteness of records

Taking care of Insurance policy for employees (Addition/deletion/ keeping a track on renewal).

Assist with scheduling of interviews as required.

Work with recruiter to coordinate and administer forms to new hires and provide an excellent candidate experience throughout the on-boarding process in a timely manner.

HR EXECUTIVE, Wian Tech Pvt. Ltd., Kolkata, Jan 2017– Feb 2018

Taking care of Recruitment & Induction.

Handling Payroll management.

Handling HR System & Policy, Employee's retention and maintaining healthy employee's relations

Taking care of Performance Appraisal.

Planning & directing training for employees including Managers.

Handling employee's grievances thus creating an amicable & transparent environment.

To maintain database of telephone numbers and addresses.

Responsible for client co-ordination and keeping a record of them.

To maintaining the in-house stock viz. office stationery.

HR EXECUTIVE, Burn Standard Company Limited, A Govt. of India Undertaking under Ministry of Railway as Officer-II (Personnel & Admin), Kolkata, Mar 2013 – Dec 2016

Onboarding, Compliance Handling.

Submission of monthly workforce report to Head Office, Co-ordination with all external authorities including Ministry, Labor's Matters, and parliament Questions etc.

Taking care of Performance Appraisal.

Issuance of communication related employee's life cycles activities.

Pay fixation/ Compensation & Benefit matters of employees.

Compliance of Official Language Act.

DECLARATION:

I hereby declare that the information provided is true to the best of my knowledge.

Date:

Place: Bengaluru

Monalisa Panda