

WORK EXPERIENCE

Senior Executive - HR Operations

Morningstar India

[10/2022- 05/2023]

- Overseeing the AskHR Service Desk and providing consultation on policies and processes to employees and leaders
- Supporting daily T&C operations such as onboarding, induction, and employee query resolution
- Updating HR Information System and processing transactions for job requisitions, offers/hires, and employee data change
- Identifying process-related challenges to design interventions and drive operational excellence
- Providing cross-functional support and consultation from an operations perspective
- Creating and maintaining relevant content on the internal employee service chatbot
- Maintaining Talent & Culture's AskHR Knowledge Base & Intranet with updated policies and content
- Assisting and owning the process of creating various monthly and quarterly reports and dashboards
- Identifying opportunities to improve, automate, or eliminate redundant processes for increased efficiency and productivity.

Employee Life Cycle management and payroll Analyst

Accenture

[08/2018 - 06/2022]

- Experience in end-to-end HR operations across global regions like APAC, EMEA, South and North America.
- Validated on-cycle payments and processed off-cycle payments as needed
- Reviewing the claims and reimbursements of employees like Conveyance Allowances, Leave Travel Allowances, Handset Reimbursements, Medical Reimbursements etc.
- Managing all employees life cycle and payroll activities.
- Managing onboarding activities, coordinating with new hires, updating relevant documents in the system.
- Sending offer letter and welcome email along with login credentials to new hire.
- Worked on end-to-end processes of US Payroll including analytics using PeopleSoft.
- Time & expense: Audited travel & expense report and purchase Card report.
- Handled time card for employees.
- Arranging employee engagement activities.

HR Executive

Eureka Outsourcing Solutions Pvt. Ltd.

[09/2016 - 01/2017]

- Looked after Joining Formalities, HR operational, administration activities and Induction Formalities
- Kept records of employee life cycle management and Managed employee's exit formalities
- Looked after employees engagement initiative and training and development

Customer Service Associate

Eureka Outsourcing Solutions Pvt. Ltd.

[12/2012 - 09/2015]

- Receiving inbound calls and making outbound calls to resolve customers queries and issues
- Reverted to customer's emails regarding their queries and concerns
- Looked after daily work allocation to team members

ADITI PATIL

SENIOR EXECUTIVE HR OPERATIONS

PERSONAL PROFILE

I want to use my go-getter attitude and people skills to grow and add value wherever I go

DOB: 9th Aug 1990

SKILLS

>> SAP (HCM)
>> SAP (Concur)
>> Peoplesoft 9.2
>> ServiceNow
>> MS Excel
>> MS PowerPoint
>> MS Word
>> Work Day
>> HRIS KEKA
>> AskHR

CONTACT DETAILS

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Location :- Mumbai, India

EDUCATION

Bachelor of Commerce [2011]
• Mumbai University

ACHIEVEMENTS

Certification: [Sep' 2020]
• HR Domain Academy level 1 Certificate - Accenture