

SHAFALI

Sr. Manager – HR & Administration



ABOUT ME

Enthusiastic Sr. HR & Admin Manager with over 3.4 years of experience. Excellent reputation for resolving problems and improving employee satisfaction. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Education Qualifications

Guru Jambheshwar University of Science & Technology, Hisar	Master of Business Administrative	2019
Rajiv Gandhi Gov. College for Women, Bhiwani	Bachelor of Commerce	2017
Smt. Uttami Bai Arya Girls Sr. Sec. School, Bhiwani	Senior Secondary	2013
Smt. Uttami Bai Arya Girls Sr. Sec. School, Bhiwani	Secondary	2011

Professional Experience

Sr. HR & Admin Manager

River Quant & Basis Clothing Pvt. Ltd.

May 2022 – Till Now

Sector- 49, Gurgaon, Haryana (122018)

Roles & Responsibilities

- Performing the role of HR (Recruitment) & Administration work.
- Technical recruitment for River Quant such as Software Development Engineer/Python Developer and Execution Engineer, etc.
- Handling the onboarding process, documentation, and attendance management of existing and newly joined employees.
- Make the policies for the company like Leave policy, Attendance policy, assets management policy, Holiday calendar, Principles, and etiquette.
- Handling the work of compensation management such as (PF deductions, TDS, and other allowances), and transferring to the employee's account after all deductions.
- Coordinating with the CA for filing the TDS.
- Handling all technical and non-technical data by using MS-Excel.

Contact

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Skills

Effective communication

Proficiency in Microsoft Excel

Business Management &

Leadership Skills

Enjoy Solving Problems

a Talented Multitasker

Having strong ethics

Love to explore Learning

Hobbies

Dance

Listening to Music

Reference

References available upon request

Sr. HR & Admin Manager**Wake Up & Company**

Mar 2020– May 2022

Sector- 49, Gurgaon, Haryana (122018)

Designing the Job Analysis

- Planning according to the requirement & prepare Job descriptions as per the company's policy and vacancies
- Set the Employee's position in the organization after joining and maintain the Resources for the employee to perform the job efficiently

Workforce Management (IT & Non-IT)

- Create an employer brand reputation and hiring of a valuable candidate.
- Close up the hiring such as Chief Digital Officer, Digital Marketing Manager/Executives, Ecommerce Manager/Executives, Customer Support, Sales Manager/Executive, Human Resource Executive etc.
- Screening potential candidates on job portals and social platforms such as LinkedIn, Naukri.com, Indeed, Apna App, Job Hai, Work India, etc.
- Take the first round of Interviews, and then conduct the technical round with the concerned Department/TL /Manager.
- Candidate is selected and then starts the onboarding process

Training and Developments

- Plan training sessions as per the requirements of all existing employees
- Paid leaves, sick leaves, Maternity leaves
- Meal and break periods
- Employee attendance and punctuality
- Provide the calendar to employees which was as per the company standard
- Monitor the Performance of existing and new employees
- Maintaining Work Culture & Resolve Conflict
- Ensure the Health and Safety of Employee
- Plan Rewards and Incentives, bonuses, etc.

Extra-Curricular Activities

- Rajiv Gandhi Government College for Women, Bhiwani

Youth Festival

Jul 2016 - Jul 2016

Participate in the group dance and won the first prize.

- Guru Jambheshwar University of Science & Technology, Hisar

Swachh Bharat, Swatch Bharat

Apr 2022 - Apr 2022

Actively participated in the SBSB program, which is held by the university and we won the first prize (team size 8-10) and get a reward of Rs. 50,000.

Technical Skills

MS Excel (Used with some regular functions)

Learning Advance excel

Working on google sheet as well æexcel

Languages

English

Hindi

HR Operational

- Advice and support managers with employee relations issues including performance management, disciplinary, grievance
- Provide a reporting, monitoring, and reporting process for key employment issues.
- Performance appraisal
- Events planned at the time of Diwali such as Dinner, Bonus, and certificate distribution outside the office.

Management of Payroll accounting and processing

- Preparing the monthly payroll, including new starters, leavers, timesheets, and Incentives for existing employees, and providing it to the accountant
- Do any other payroll, accounting, or administrative-related tasks, as identified or given by the Managing Director.
- Preparing & Disbursement of Pay slips, tracking leave records, and processing Full & Final Settlements.

Other Activities

- Facilitate & Maintain Vendor relationships and negotiate contracts.
- Creating vendors & finding the best available vendor.
- Maintaining the office environment neat and clean, solving issues related to housekeeping.
- Coordinate with the Maintenance office regarding all kinds of services.
- Decide the budget for events with the help of the Managing Director and plan the places where we can do the events for the big parties for Holi, Diwali, and other parties.
- Providing reimbursement to employees for work-related expenses at the time of salary

HR – Executive

Take Care Innovation Pvt. Ltd.

Oct 2019 – Mar 2020

Bhiwani, Haryana (122018)

Roles & Responsibilities

- Reviewed resumes and applications and conducted interviews and provided the necessary inputs during the hiring process
- Training new or existing employees
- Preparation of salary statement
- Preparing and submitting all work-related documents.
- Recording, maintaining, and monitoring attendance
- Created the data on Excel from employees starting to relieving information. Maintained (personnel file, personal database, etc.) of each employee
- Preparing letters such as offers and confirmation
- Discuss all the points with the Managing Director.

Date

Signature

