

Mainika Sharma

Accomplished and result oriented professional with substantial experience targeting assignments in **Human Resource Management / Administration** with an organization of high repute

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Profile Summary

- **MBA (Personnel Management)**, with **12 years** of multi-facet experience in **Human Resource Management, Recruitment, Training & Development, Compensation & Benefits, Total Rewards, Salary Benchmarking, Employee Coaching & Mentoring, Team Management and major role in Payroll & Leave Management, HR Strategy and Policy Making.**
- **Expertise in delivering** sustained organizational growth in dynamic environments by establishing structure, building employee value, driving vision, implementing capability development initiatives and achieving critical strategic goals
- Experience in implementing **HR system and policies**, conducting training programs towards enhancing employee productivity
- Extensive experience in **general administrative activities**, personnel management, policy implementation and facility management across assignments
- Skilled in **designing & executing** strong organization structure, career architecture, cutting edge training programs, and executing employee engagement strategies
- Capable in conceptualization, planning & implementation of **talent development & capability development**
- Experience at **people management, maintaining healthy employee relations**, managing employee grievances thus creating an amicable & transparent environment
- **Outstanding communication & leadership skills** that have been put to excellent use in **resolving problems as well as promoting a positive work environment**
- Re-informed **HRIS Payroll implementation** and was a strong campaigner wide progress in the transformation across organization
- Expertize in the managing larger Organization with above **5000+ employees.**

CORE COMPETENCIES

*Human Resource Management
Operations / General Administration*

HR Analysis

Employee Engagement

Recruitment / Talent Acquisition

Organizational Development

Payroll Management

Statutory Compliances

Employee Grievance Resolution

Succession Planning

Performance Management

Induction & Separation

Training & Development

Vendor Management

*ERP Modules & Payroll Software's (SAP,
HROne, Saral, Greyt HR, Ascent, Cosoc,
Arswin)*

Employment Details

Since Feb'22: Geeklurn It Consulting services, Bengaluru as Head HR&TA

March'21 – Feb'22: Spineor Webservices, Bengaluru as Manager HR

Jan'19 – Feb'21: Access Infotech Private Limited', Bengaluru as Manager HR

Key Result Areas:

- Designing **HR & other policies** for introducing new & effective schemes for employee development
- Managing **end-to-end recruitment life-cycle** for sourcing the best talent from diverse sources after identification of manpower requirements
- Devising a strong **induction and on-boarding** process for new entrants.
- Interpret the compensation structure with new joiners' and ensure adherence to **statutory compliances**
- Managing the **leave & attendance** record of employees
- Co-ordinate with the management on Aspects of **Total Rewards** and Systems implementation in Organization.
- Managing employees' data for **Processing Payroll, Reimbursements, Leave Attendance, documentation, Pay-slips, & Full Final Settlements**
- Accountable for the team performance and processed **payroll auditing** to ensure accuracy, compliance, overall balancing, and reconciliation.
- **Employment Verification** to support Background Verification Team in checking employee's details
- Liaising with **outsourced vendors** in various administration work to process **manpower supply** at right time and accomplish payroll & statutory compliance process and ensure **monthly Invoice** payment on timely basis.
- Administering entire **Exit Management Process**, preparing termination & severance letters, ensuring Service Level Agreement Compliance, managing exits / full and final settlement.

Previous Experience

Globe Automobiles Private Limited. Mohali, Chandigarh as HR Manager

Dec'14 - Dec'18

Bonafide Software, Mohali, Chandigarh as HR Manager

Aug'10 - Dec'14

Certification/Other

- › Certification in Managing Employee Performance from Coursera.
- › Certification in Managing Employee Compensation from Coursera.
- › Certification in Becoming a SAP Professional from Coursera.
- › Certification in Reigniting Employee Engagement from Coursera.
- › Certification in Human Resources Analytics from Coursera.
- › Certification in ChatGPT for HR from Great Learning.
- › Certification in Human Resource skills workshop from Tareeqa Global Solutions.
- › Certification in Fundamentals of Visualization with Tableau from Coursera.
- › Certification in Recruiting, Hiring and onboarding Employees from Coursera.
- › Certification in HR Database Management System from Great Learning.

Education

- › Master of Business Administration (Personnel Management) from Kurukshetra University, 2010
- › Bachelors of Humanities (Business Administration) from Kurukshetra University in 2008

Achievements

- › Streamlined process of Recruitment in a week to close qualified applicants for senior candidates.
- › Saved Manpower Resources by **re-organizing structure** to eliminate unnecessary positions.
- › Implemented **new strategies** & prepared **SOP** for major aspects of **Recruitment, Payroll, Leave Management & Training** concepts for the workforce development programs
- › Improved **online payroll auditing** processing time by streamlining submission procedures.
- › Established **HR Structure** and Architecture for start-up HR departments and designed Policies and Procedures and other related HR forms and documents.
- › Enabled transition from Manual Payroll worksheet system to full automated **HRIS system**.
- › **Mentored & motivated** the team to resolve the issues on the targets given.

Personal Details

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| Interests & Hobbies | Travelling, Music, Fitness |
| Date of Birth | 24 August |
| Languages Known | English & Hindi, Punjabi |
| Address | Bangalore, Karnataka |