**SNEHA EDWARD**

**Contact:** +91 8587003490 ~ **E-Mail: imsnehaedward@gmail.com**

**SENIOR PROFESSIONAL**

**Procurement**

**PROFILE SNAPSHOT**

Dynamic Human Resources Generalist with 8+ years of experience in management and administration.

MBA HR with +8 years relevant experience with like Joining, Induction, documentation, Payroll Statutory Compliances (ESIC, PF, PT, LWF, Gratuity, Bonus wages) MIS Preparation, administration. Demonstrate to work effectively with all levels of employees with good communication.

**Since 31 July 2012-10 Sep 2012 Rockman Industries Ltd.**

**2 months Summer Training from HR department.**

**EMPLOYMENT DETAILS**

**Since Sep 2018 till Date Suppoways**

**Sr. HR Executive**

**Responsibility**

**Joining & Induction:** Responsible for new employees joining.

**Payroll**: Responsible for monthly salary processing.

**Statutory Compliances:** Responsible for monthly, Quarterly, half yearly and yearly payroll and non-payroll compliances.

**PF:** Responsible for the monthly PF remittance (ECR) and PF withdrawal, Pension, and transfer cases.

**Compliances Report:** Updating monthly compliance data on the HRMS portal.

**Attendance Management**: Updating employees’ attendance in HRMS Portal for the salary processing.

**Vendor coordination /Flexi pay/ Full& Final / Employee welfare/Bonus and incentive calculation.**

Responsible for creating and maintaining the employee’s personal file.

**Since Dec’2014- Aug’ 2018 Dreamline Technologies pvt.ltd**

**HR. Executive**

**Responsibility**

Joining and Induction: Standardized the joining formalities process of new employees (Welcome

Circular, Introduction, Employee Code, ID cards, Stationary, Bank Account, Reference checks etc.)

Issue of offer letters, appointment letter at the time of new joining’s.

MIS preparation of all details related to recruitment, joiner’s details, documents details, etc. And

Forward it to the right authority.

Maintain files (Policies, Resignation, Personal Application.)

Employee Engagement: - Birthday and Marriage anniversary celebration of employees, organizing

Different types of activities.

Understand the improving areas of organization by taking feedback timely.

Conduct many programs for motivating and stress busting for employees.

**Since Aug’2010- Dec’ 2011 Hero**

**Responsibility**

Responsible for creating and maintaining the employee’s personal file.

MIS preparation of all details related to recruitment, joiner’s details, documents details, etc. And

Forward it to the right authority.

Maintain files (Resignation, Personal Application.)

Employee Engagement: - Birthday and Marriage anniversary celebration of employees, organizing

Different types of activities.

Understand the improving areas of organization by taking feedback timely.

**ACADEMIC DETAILS**

MBA (Human Resource) - VM University

Graduation BA from Muzaffarpur University

10+2 from Bihar Board

10th from Bihar board.

**IT SKILLS**

Spreadsheets: MS-Excel

**PERSONAL DETAILS**

Date of Birth: 1th March, 1987

Current Address: 607, futec gateway, sector -75, Noida

Permanent Address: 104, Jamuna complex, Ashiana Road, Patna, Bihar

Languages Known: Hindi and English