**RENUKA D BEHRA**

**Mobile: 9970574872**

**Email:renukabehra4@gmail.com**

**Professional Skills**

* Onboarding and Off boarding processes
* Designing and Implementing HR policies
* Conflict Management
* Experience on Saral Pay pack, Peachtree and QuickBooks applications processing
* Employee engagement activities
* Payroll Management
* MIS

**Work Experience:**

**Quanta System Technologies LLP, Pune February 2019 to Present**

**Senior HR Executive**

* Responsible for complete HR Recruitment Life cycle from sourcing candidates to their onboarding. Sourcing the profiles through Job Portals, Postings Personal Network, References, Head hunting etc.
* Responsible for completion of joining and exiting formalities.
* Coordination with Insurance vendor for policy renewal and further processing.
* Maintaining & managing real-time headcount.
* Managing company’s payroll, including accurate processing of all salary adjustments and promotions.
* Accountable for processing full & final settlement on time.
* Communication of terminations / RIF to employees in professional manner as per the company’s policy. Maintaining & managing leave management system with respect to up to date records, encashment etc. Accountable for all paperwork related to new joiners and exits.
* Responsible for communicating PIP plans to employees in coordination with their manager.
* Planning and execution of employee engagement- Festival celebration, Conduction of fun activities (Games/ Energizers).

**Zamil Steels Buildings India Pvt. Ltd, Pune May 2018- February 2019**

**HR Executive - Generalist**

**Payroll-Monthly Salary & Wage administration:**

* Handling & efficiently managing payroll of- Zamil Steel, Zamil Construction, Apprentice, Contract Labour.
* Updating Master List and creating salary details of every new joiners. Corresponding bank Account opening and ensuring its smooth functioning before forth coming payroll run.
* Uploading timely and correct data for attendance, arrears, overtime, salary advance and deduction.
* Downloading and crosschecking the pay sheet. Forwarding entire data to finance for TDS. Preparing letter for bank to deposit the salaries.
* Ordering food voucher on monthly basis.
* Timely and error free data filling for reimbursement and TDS.
* Communicate with bank for salary transfer or related purpose.

**Pre- employment health check-up:**

* Arranging pre-employment health check-up the reports and communicate to employees about their health report.

**Probation and confirmation:**

* Timely processing of probation and confirmation letter.
* Issuing bonafide letters such as service certificate, salary certificate, address certificate etc.
* Preparation of Monthly MIS report on manpower status, Joining and left employee, attrition rate, Mediclaim, addition and deletion, compliance return etc.

**Employee grievance:**

* Employee problem issue are solve TAT, Transfer of salary account successful.
* Leave management, Issuing Food voucher to employees on time.
* Reimbursement,

**HR audits**

* Managing and regulating HR audit, Queries and requirement generated by auditor and resolve with TAT.

**Statutory Compliance:**

* Timely processing of PF claim. Opening and Closing PF account.
* Submission of PF/ESIC/MLWF return on Time.
* All work related NPS/ Term insurance.

**Full and final settlement:**

* Calculate FNF settlement and coordinate with finance for employees final exit.
* Issue letter after submission of No dues form.

**Connexions Data Inc. Pune September 2016 to March 2018**

**HR Specialist**

* Responsible for first round of interview, Scheduling the Interviews and Co-ordinate Walk in interviews.
* Issuing offer letter and maintaining documents.
* Coordinating the induction process and Verification of documents.
* Taking care of employee engagement activities.
* Taking care of onboarding formalities of employees.
* Initiating and imparting HR policy.
* Conducting exit interviews and ensure that necessary employment termination paperwork is completed.
* Keep track of attendance and leave Management, such as vacation, personal, and sick leave, for employees.
* Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
* Responsible for hospitality of guests.
* Sending reminder email to consultant for the timecards and expense report.
* Review any timecard errors and works with on-site consultant to make immediate corrections.
* Updating the hours and expenses in QuickBooks Software.
* Process paperwork for new employees and enter employee information into the payroll system.
* Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
* Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
* Process and issue employee pay checks and statements of earnings and deductions.
* Issue and record adjustments to pay related to previous errors or retroactive increases.
* Mapping of Invoices in QuickBooks received from vendor.
* Analyze employment-related data and prepare required reports.
* Runs weekly biweekly semi-monthly and monthly, hour’s reports and final hours’ review reports.
* Answering consultant queries related to Payment in courteous manner
* 100% accuracy on every entry and exit of consultant.

**Universal Software Corporation, Pune March 2015 – January 2016**

**Employee Relation Executive**

* Served as an employee engagement SPOC which included planning monthly event calendar and its execution, Festival celebration, Conduction fun activities (Games/ Energizers), Coordinating with Vendor etc. and maintaining trackers for events.
* Floating daily communication for events at workplace and updating the bulletin board.
* Handling employee grievances and ensure the same are resolved within committed time lines.
* Providing timely payroll inputs (monthly salary) to the payroll manager and ensure the smooth execution of Salary without errors.

**Academic Internships & Projects**

**Summer Internship Project:** Chaudhari Toyota, Jalgaon A study on Organization Culture for– 2 Months

**Responsibilities:**

* To see how company treats their employees, customer and interacts with them.
* To what extent employees can participate in company decision making process.
* To check employee’s participation in achieving company objectives.
* To see is the organization culture extracting the best out of each member and is the work culture going a long way in creating the brand image of the organization.

**Other Proficiencies/ Accomplishments/ Achievement & Awards**

* Second rank in En-vivo (case study) competition in Manager’s Day 2014 at IMR Jalgaon.
* Second rank in HR Games in Biz Intel 2013 at KCES’s COEIT, Jalgaon.
* Organized HR Mind Crusher 2013- Season-I at IMR, Promotions in different colleges, HR Games, Aptitude tests, Questions and Answer Rounds, Group Discussions.
* Organized Managers Day 2014 with primary responsibilities as-Promotions in different colleges, Conducting Aptitude tests, Quiz competition, Case study Competitions, and Management Games.
* Participated in group discussion, essay competition organized by Asha Foundation.
* Participated in Conquer, Corporate Quiz, Strata game of Institute of Management and Research, Jalgaon (University level).
* Well versed with MS Word, MS Excel, and MS PowerPoint.
* Participated in many other cultural activities

**Educational Qualifications**

* MBA (HR) North Maharashtra University 2014. (74.10%)
* B. Com North Maharashtra University 2012. (65.14%)
* HSC Nasik Board 2009. (60%)
* SSC Nasik Board 2007. (72.15%)

**Personal Details**

* Father’s Name – Deepak Behra.
* Marital Status – Married.
* Date of Birth – 06-Nov-1991
* Address – Vishal Nagar, Pune