**MANITA BEHERA**

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**OBJECTIVE**

Dedicated professional with demonstrated strengths in customer service, time management, and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals. Focused Process delivers consistent and professional work for every assignment over 7 Years in which 6 years of relevant Experience in HR Operations and top-notch abilities in MS Excel and Workday tool.

**SKILLS** • Workday • Service Now • HR Operation • Process Improvement • Data Management • Onboarding, BGV , Exit • MS Word, Excel, Power point • Workday Reporting • SLA accomplishment

**SUMMARY OF CAREER**

* 6+ years of experience in exit process, induction, Generate employees Ecode,ER Activities, Joining Formalities. Experience in maintaining employee records, database. Manage the statutory compliance like EPF, ESI, insurance etc of the employees.
* Background verification. Performing conversion specialist role post offer release until the candidates are on-boarded.
* Developing a good understanding of business and delivery team. Employee Engagement.
* Facilitate the recruiting process, interviews, assessments, references and offers. Good exposure to work with passive source such as linked in and other social media
* Strong experience in Vendor Management .Training assessment and identify needs. Headhunting - identifying and approaching suitable candidates who may already be in work.Work closely with the HR manager and business to help them fulfil their hiring needs on regular basis, and run a smooth & effective recruitment process. Have very good experience working with Project management team regarding the business requirements.
* Knowledge and Experience in Advance Excel is required.
* Skill in use of People Office systems
* Knowledge of People Office concepts, policies, and procedures
* Attention to detail and accuracy, excellent data entry, organizational and prioritization skills
* Excellent customer service, problem solving, and multi-tasking skills
* Ability to work in an organized manner and consistently follow-up on tasks
* Ability to work both independently and in a team environment
* Ability to maintain confidentiality
* Excellent oral and written communication skills
* Ability to interface with all levels of employees and effectively interact with various functional areas and facilities
* Ability to establish and maintain effective working relationships with employees, management, and clients
* Experience with customer support: customer, interactions, addressing escalations

**PROFESSIONAL EXPERIENCE**

LectureNotes Technologies Pvt. Ltd. , Bhubaneswar ( 17th Feb 2020 – 29th Sept 2022)

HR Specialist

* Maintaining and updating the database of the candidates. Maintaining the BGV tracker of employees and the vendor
* Manage the payroll activities of the organisation. Manage the statutory compliance like EPF, ESI, insurance etc of the employees.
* Responsible for timesheet management of employees.
* Participate in different policy formulation activities for the organisation.
* Look after the employee benefits, compensations, bonus etc.
* Represent in front of Govt officials / Auditors for various statutory compliance activities

**Karvy Data Management, Bhubaneswar with Karvy Forde Search Private Ltd, Hyderabad**(1st Oct 2015 – 1st Nov 2019)

HR Associate

* Assist the HR manager in planning of Organizational recruitment.
* Take the interview of the recruiters.
* Make the joining documents of recruiters. Convey the Policies and rules to the employees.
* Maintain the records of employees. Track the daily attendance of the employees.
* Present the employees performance report in front of HR manager.
* Understanding manpower requisition from the concerned department.
* Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
* Sourcing candidates that match the desired skills. Screening the candidates by conducting telephonic or personal interviews encouraging the employees to provide reference for better prospects.
* Arranging for technical interview and coordinating with the concerned person.
* Communicating the employment status to the applied candidates. Initiating the case of all new joiners & client specific
* Maintaining and updating the database of the candidates. Maintaining the BGV tracker of employees and the vendor
* Engaged in background verification of the shortlisted/joined candidates with the help of third party vendor.
* When a particular candidate is finalized and selected, giving him offer letter On joining the services, issuing appointment letter with brief working agreement or policies.
* Giving a description on the policies, procedures and culture followed by the company. Properly filing relevant document of the new joined as required.
* Introducing him/her to the team and supervisor and/or manager. Keeping a track of the attendance of the employees.
* Filing the leave forms and keeping a track of the leaves taken. Seeing to it that there is not much absenteeism on any given day.
* Collection of documents at the time of on boarding for new employees. Following-up with the employees for the insufficiency
* Providing the data for EX-employee verification. Developing an active engagement model to ensure maximum productivity by seeking fitment of candidates for position to invoice and billing of vendors.

**AceNgage, Bangalore, Karnataka (17th March 2015 – 31st August 2015)**

HR Executive

* Recruitment and Selection Process. Responsible for recruitment and engagement activities of IT Skills.
* Conducting induction and exit programs and all other trainings.
* Conduct telephonic exit interviews and employee engagement surveys. Identify, discuss and prepare resource requirements in coordination with the Business leaders
* Identify dissatisfies, probe and capture feedback from the employees across various stages of the employee lifecycle
* Employment status to the applied candidates. Maintaining and updating the database of the candidates.
* Engaged in background verification of the shortlisted/joined candidates with the help of third party vendor.
* When a particular candidate is finalized and selected, giving him offer letter On joining the services, issuing appointment letter with brief working agreement or policies.
* Giving a description on the policies, procedures and culture followed by the company. Properly filing relevant document of the new joined as required.
* Introducing him/her to the team and supervisor and/or manager. Keeping a track of the attendance of the employees.
* Filing the leave forms and keeping a track of the leaves taken. Seeing to it that there is not much absenteeism on any given day.
* Seeing to it that no employee is irregular and if there are such people, taking corrective and/or preventive measures.
* Handling the staff so that people are not dissatisfied with each other. Sourcing resumes and fulfilling resource needs through different streams – employee referrals, job portals, social networking sites etc.

**EDUCATION/TRAINING  
Professional Qualification**

* M.B.A (Master in business Administration) with H.R & Finance specialization in S.C.S (Autonomous) College, Puri under Utkal University, Bhubaneswar.

Specialization

Human Resource Management And Finance

Technical Skills

* MS-Office: Excel, Word and PowerPoint.
* Outlook Express and Internet Explorer
* Have done Tally and PGDCA
* Proficient in using internet.

Project 1: RECRUITMENT & SELECTION PROCESS (01-03-2013 To 01-07-2013)

Client: OPGC, Bhubaneswar

Description :

“RECRUITMENT & SELECTION PROCESS” at Orissa Power Generation Corporation Ltd., Bhubaneswar, is

basically focused on the functions like recruitment, selection, and induction.Various trainings,email eticates,how to plan ,staff and organised the resouces as per the recruitment process.

Project 2: STORES AND RECORD MANAGEMENT (01-03-2012 to 31-07-2012)

Client : Central tool room & training centre,Orissa

Project Description:

“STORES AND RECORD MANAGEMENT” at Central tool room & training centre,orissa for partical fulfillment of provisions of MSME & CTTC,orissa basically to provide practical exposure to students on various day-to-day operation of an organization and to acquaint the student with the procedures and practices being followed, rules and regulations being observed and policies and guidelines being implemented in various areas.

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| Extra-CURRICULAR DETAILS |

* Participated in ART GALLERY Held in college.
* Participated in management games & presentation on budget 2011 in college.
* Prepared training module on Time Management.
* Participated & was member of contribution towards society -help age India.

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| Achievements |

* Won 2nd runner up position for annual sports game RBI held in Bhubaneswar.

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| Hobbies / Interest |

* Travelling, Singing, listening to music, reading newspaper, surfing net for HR information.

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| Strength |

* Can quickly build professional relationship with people.
* Believe in Myself, Creative, Understanding ability, Positive thinking.
* Helping Nature.

PERSONAL CREDENTIALS

* Languages Known: English, Hindi, and Oriya

I hear by declared that the above mentioned information is true in best of my knowledge and believe.

Place: (sd/)

Date: Manita Behera