

Human Resources Generalist

R. Ishwarya

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Summary

Strategic & tactical **Human Resources Generalist** possessing a **HR & Finance** in **Master of Business Administration** with hands on experience of **2.5 years** in Manufacturing & IT/BPO environments. Extensive background in HR Generalist affairs including experience in benefit & payroll administration, PMS, F&F Settlement, MIS, Recruitment, Entry & Exit formality, Statutory Compliance, Updating Shop & Establishment Act Registers, General Purchase/Admin etc.

CAREER ABRIDGEMENT

- Presently associated with **Customer Broadcast & Lapiz Digital Service** (A Division of Ultramarine & Pigments Ltd), Guindy as **Junior HR Officer** since September 2019.
- Previously was engaged in **Felx Ltd** (one of the leading multinational electronics manufactures), Sunguvarchatram as **HR Trainee** from November 2018 to June 2019.
- Initially worked in **Bridge Group** (Placement Office) as **HR Recruiter** from May 2018 to October 2018.

Areas of Exposure / Expertise:

HR Policy Execution	Payroll Management	Full & Final settlement
Recruitment post & pre activities	Entry & Exit formalities	PMS & Retention.
Attendance Management	HR Policy Administration	Vendor Coordination
Leave Management	Statutory Compliance	Admin (General Purchase)

ORGANIZAITONAL SCAN

- Designation** : Junior HR Officer
Company Name : Customer Broadcast & Lapiz Digital Services, Guindy.
Period : September 2019 to Till Date

Roles and Responsibilities:

Pre & Post Recruitment:

- Overall responsible for scheduling and handling all levels of interviews.
- Responsible for salary proposal, Joining formalities completion, Issuing ID Cards & Appointment order, Salary account opening and uploading new joiners details in **LTS & Relyon software**.
- Ensuring all employees related documents are recorded in personal folder & File.
- Induction for newly joined employees on company profile/ policy and department functions.
- Ensuring **BGV, Address Verification, Medical Examination** is verified.

Payroll:

- SPOC for **Payroll** processing.
- Organizing data for salary processing and salary calculation.
- Coordinate & Consolidate the attendance data from all departments for payroll process.
- Statutory Compliance, Handling matters relating to **ESI, PF**, factories, and other applicable acts.

- Salary processing to **On roll** and **consultant** employees.
- Enrolling employees for **ESIC** coverage & ensuring for to avail **E Pehchan** card & **GMC** benefits.
- Ensuring the proper distribution of pay slip.
- Updating **Shop & Establishment Act** registers monthly once.
- Uploading **National and festival holidays & Leave policy** yearly once.

Day to day HR activities:

- Exercising attendance management activities.
- Creating **ESI & PF** numbers to new joiners.
- Handle the **LTS** portal & Tracking continuous absenteeism.
- Collecting & preparing necessary documents for salary processing.
- Processing **LTA** for eligible employees in financial year.
- Processing **Performances Pay, Loyalty, Bonus, Shift extension and Refitments**.
- Maintaining employee database, preparing the **MIS, Gratuity & GPA** addition deletion list.
- Maintaining a yearly master which contains all details of employees who have joined and left in a year.
- Process the reimbursement vouchers such as Mobile, Medical for all employees.
- Handling yearly **audits** and **reconciliations**.
- Ensuring the login hours data / Bio Metric with the employees' attendance.

Performance Management (PMS):

- Handled appraisals as per **PMS policy**, forwarding the Performance Appraisal formats to Employees, collecting feedbacks, discussions with team managers on their achievements and goals.
- Consolidating all the feedbacks and numbers and passing it over to the management for the final decision and Disclosure of their appraisals as per grade.

Employee Engagement:

- Recognition of employees' contribution and accomplishments through rewards and awards.
- Conducting floor activities, implementation of Hallow frame board & implementation of newsletters.
- Conducting fun Activities, birthday celebrations & festivals occasionally.
- Conducting **ICC** (Internal Complaint Committee) meeting monthly once.

Grievances Handling:

- Maintaining healthy cordial employee relations and addressing employee grievances.
- Conducting weekly meeting for female employees addressing their needs & concerns.

Exit Formalities:

- In case of recovery/absconding employees, sending **Show cause/Termination** letters.
- Conducting exit interview for all resigning employees & documenting the feedback forms.
- Conducting exit formalities & Issuing relieving letter/Experience letter.
- Processing Full and Final Settlement (**F&F**) & **Gratuity**.
- Deactivating the user access rights of the Exit Employees.

Admin:

- Generating purchase order & Preparing Admin Cost.
- Follow up with invoices & Co-ordinate with vendors.

2. Designation : HR Trainee

Company Name : Flex Ltd, Chennai.

Period : November 2018 to June 2019.

Roles and Responsibilities:

- ✓ Maintaining daily attendance records of the employees.
- ✓ Maintaining salary records and enter salary related issues in online tracker.
- ✓ Handling employees' grievance.
- ✓ **Entry & Exist formality.**
- ✓ Employee master database update (EMP ID generation, EMD updates).

- ✓ Staff salary process.
- ✓ **ERP-HR** module update and co-ordination.
- ✓ Coordinating Payroll process using **LTP** (Lead Time Payroll) & **Honeywell**.
- ✓ Arranging **Conclave** & **welfare** meeting for employees.

3. Designation : HR Recruiter

Company Name : Bridge Group, Chennai.

Period : May 2018 to October 2018.

Roles and Responsibilities:

- ❖ Experienced in full life cycle of recruitment which includes managing the recruiting process from requisition initiation, sourcing, screening, salary negotiation and qualifying for final submission to Management, acceptance of offer and final placement.
- ❖ Sourcing profiles through Portals, Networking, Head Hunting, Job Posting, Referrals, Mass mailing etc. Successful hiring of professionals at all levels.

EDUCATION

Qualification	BOARD / UNIVERSITY	YEAR	%
MBA (HR+Finance)	Anna University (Apollo Engineering College), Chennai	2018	74%
B.C.A	Madras University (Sri Muthukumaran Arts and Science College, Chennai	2016	72%
HSC	Sate Board (G.W Hr Sec School) Chennai	2013	75%

COMPUTER PROFICIENCIES

- ❖ Software/packages: HTML, MS Word, MS EXCEL, MS Power Point, Outlook, Photo shop, Visual Basic(VB), Type Writing First Class (English).

PROJECTS

- ✓ Have done summer projects from **Sri Anchaneeya Industry** at **Thiruvallur**, Chennai. And had an opportunity to learn Payroll, training records, employee's motivation, and maintenance of petty cash etc.
- ✓ Have also done internship in **Alcance Technology** in **Thenampet**.

PERSONAL DOSSIER

Gender : Female

Date of Birth : 07/06/1996

Marital Status : Single.

Nationality : Indian

Language Known : Tamil & English.

Hobbies : Playing Chess, Listening to Music, Drawing etc.

DECLARATION:

I hereby declared that the above details are stated and authentic to the Best of my knowledge. Thank you Very Much.

R. Ishwarya