**MANISHA ARYA**

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***Seeking assignments in HR/Recruitment & Selection/ Induction/Payroll /Training & Development/Performance Management System / Employee Engagement / General Administration with an organization of high repute***

***Professional Summary***

* ***Result oriented and highly accomplished professional with a vast experience of nearly 5+ years*** in HR, Recruitment & Selection, Payroll, Training & Development, Performance Management System, and Employee Engagement & General Administration for Start-up, Mid-sized organisations.
* ***Serving* Presently at SJ Group as Sr. Executive –HR & Administration**
* Extensive experience in General Administrative activities, Manpower Planning, Corporate Policy Implementation.
* Working experience in Banking & public transport industry with manpower strength of more than 1000 nos. of staffs.
* Expertise in executing housekeeping activities in the organization with new initiatives for restructuring of cleanliness and health facilities.
* Unique ability to multi task and work with cross functional teams / people.
* Ability to support and sustain a positive work environment that fosters team performance with strong communication and relationship management skills.

**Professional Experience**

**Since Aug’15 to till date with SJ Group as Senior Executive -HR & Administration**

**July’ 13 to Aug 15 with India Nivesh Securities Pvt Ltd, as Branch Co-ordinator-HR (Generalist Profile)**

**Jan’ 11 to Jun’13 with Samruddha Jeevan Foods India Limited as Executive -HR**

***HR Activities:***

* Conducting preliminary round of interview of senior and junior positions.
* Ensuring all the new entrants are inducted properly in to the system.
* Issuance of ID cards & Visiting Cards.

***Recruitments and compensation:***

* Formulation and implementation of HR policies related to manpower planning and recruitment.
* Searching, screening and short-listing suitable profiles as per the company s requirement with minimum cost per hire. Maintaining database of screened and unscreened profiles and maintaining pipeline for future needs
* Involved in finalizing of Remuneration & Compensation of new recruits and for the existing staff
* Headhunting for the suitable profiles. Process Resignation letters.

***Payroll***

* Conducted industry compensation survey and established compensation and benefits plans for executive at all levels. Facilitated by replacing inefficient manual administrative functions with automated systems for payroll,
* Designed various pay structure and implemented for all level gradually decreasing tax impact on the staff.

***Performance Management:***

* Assisting in KRA based performance Management System.
* Setting up the KRA’s for the Employees through KPI Rollout.
* Ensuring quarterly review of the KPI’s to help the employees to bridge the gap with the company’s expectation.
* PMS rollout for the employees and finalization of the PMS process and communication of the ratings.
* Managing and monitoring performance management cycle end to end.
* Responsible for coordination of the yearly appraisal cycle starting from issuing the appraisal forms , collecting the filled forms , further processing with HOD’s and management for promotions/increments and issuing the respective letters.
* Report on progress and performance reports, useable on a daily, weekly, monthly, quarterly and annual basis.

***Training & Development:***

* Identifying training needs for all employees, in association with respective department Heads, for both technical & soft skills. Addressing training needs and framing career development plans.
* Preparing an annual training calendar & organizing in house/external trainings.
* Liaising with faculty/trainers for imparting training & lectures.
* Evaluating training programs on the basis of feedback and taking the required actions on basis of Same
* Design, Develop and Conduct training programs as per Schedule.
* Formulate, Develop and implement training policy and procedures.

***General Administration***

* Supervising the administration activities in the organization; ensuring availability of stationery and other essential items etc. Processes, Documentation, Business Control Checks etc.
* Providing high-level administrative support involving efficient handling of top & confidential correspondence, management of document flow, screening telephone calls & directing various queries to relevant departments.

***Personnel Management***

* Overseeing the management of the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Providing technical guidance to the team by setting performance parameters, deadlines, work delegation for them & providing them various accolades to motivate them on regular basis.

Accountable for:

* Wages Distribution and preparation of Salary for Staff /Workers.
* All statutory compliances pertaining to various acts under Labour Laws.

***Employee Relations / Employee Welfare:***

* Spearheading employee relation activities; setting priorities for improving the competence of the work-force.
* Integrating competence growth along with process improvement; establishing a culture of workforce excellence in the organization. Clarifying employee queries and ensuring queries are handled in a timely and effective manner.
* Managing and motivating employees to give their best at work; building an environment of equality, dignity of labor, mutual respect, compassion, commitment and trust.

***Reports:***

* Generating and maintaining MIS reports pertaining to manpower head count, salary report, appraisals, attrition.
* Monthly submission of report related to final settlement of dues of employees.

***Achievements & Co-circular Activities***

* Appreciated by HODs for implementing new ideas in the whole Branch.
* Reduced the number of grievance effectively.
* Prepared Training calendar.
* Helpdesk for staffs.
* Instrumental in Employees Engagement policy.

***IT Skills***

MS Office (Word, Excel & PowerPoint), Windows-ME

Software Knowledge: Ascent Payroll, Aspen Biometric Software

***Academic Credentials***

MPM from Pune University in 2010

B.Com from Bundelkhand University in 2008

***Personal Dossier***

Date of Birth : 18th Aug, 1986

Address : N11/1A/1, Rituja Park, Shree Samarth Hostel,

Near Kala Niketan Hostel,Karve Nagar Pune.

Mobile no : 8237372322

Passport No : N3724710

Nationality : Indian

Gender : Female

Languages : English, Hindi & Marathi

Marital Status : Single

Hobbies : Listening Music & Net Surfing, Cooking, Swimming & Yoga.

Reference : Will provide as and when required

***Declaration***

I hereby declare that the information furnished above is true to the best of my knowledge & belief.

Place : - Pune.

Date : - / / 2016. Manisha Arya