

Smita Moili

Panvel, Mumbai

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Summary

HR Executive with 2.4+ years of experience in recruitment, onboarding, payroll, and employee relations. Skilled in IT & non-IT hiring, HR documentation. Proven ability to enhance employee engagement and streamline HR operations to support organizational goals.

Professional Experience

April 2023 - July 2025

Pearl Freight, Mumbai - HR Recruiter & Executive

Sept 2025 – Till Date

Om Tubes & Fittings Industries (Factory), Taloja - HR Executive

Key Responsibilities:

- **End-to-End Recruitment & Onboarding:** Managed full recruitment cycle including job postings, candidate screening, interviews, final selection, and smooth onboarding with structured induction programs.
- **Documentation & Policy Management:** Maintained accurate employee records, ensured compliance with HR policies, and prepared standard HR documents such as appointment letters, policy updates, and exit interview forms.
- **Administration:** Handled day-to-day administrative operations, vendor coordination proper documentation.
- **Attendance Management:** Monitored employee attendance and leave records to ensure accuracy and policy compliance.
- **Salary Processing:** Assisted in payroll systems using Excel, ensured timely salary processing, Bonus, OT, increment and monthly reconciliations with the accounts team.
- **Employee Engagement & People Management:** Initiated engagement activities, resolved employee concerns, and supported cross-department functions to build a positive and collaborative workplace culture.
- **HR Operations & Organizational Alignment:** Oversaw HR processes to drive efficiency, policy adherence, and alignment with organizational goals .

Education

MSc – 2017 – Berhampur University

BSC – 2015 – Berhampur University

IT Skills

- MS Office, MS Teams, Google meets, Zoom

Language

- English, Hindi, Odia, Marathi