

Pooja Kaushal

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To develop my career as a HR Professional for an organization of repute that utilizes my knowledge & skills & fosters a creative mind, leading to further growth in my professional skills and personal satisfaction.

BRIEF OVERVIEW

Strengths

- Punctual
- Passionate to achieve my goals
- Dedicated and committed
- Positive attitude
- Confident ready to accept challenges

SCHOLASTICS

- Completed **MBA HR /Finance** from Himalayan Institute of Management at Kala-Amb, affiliated to **Himachal Pradesh University Shimla and approved by AICTE New Delhi secured 75% marks** in 2011.
- Degree B.A from Post Graduate College, Nalagarh (H.P.) recognized from Himachal Pradesh University secured 55% marks in 2009
- Class XII from Govt. Sr. Sec. School, Ramshehar (H.P.) affiliated to H.P.B.S.E., Dharamshala Secured 69% marks in 2006
- Class X 2004 from G.S.S.School Ramshehar . Sr. Sec. School, Ramshehar (H.P.) affiliated to H.P.B.S.E., Dharamshala Secured 60% marks in 2004

WORK EXPERIENCE (Total Professional Experience)

Company: GMP Technical Solutions Pvt. Ltd.

Duration: Working since May 2012

Designation: Management Staff - HR

GMP Technical Solutions was promoted by Cipla Group in 2006 for manufacturing of aluminium and steel partition and clean room accessories for pharmaceutical industries. The company achieved annual turnover of Rs. 40 Cr. In 1st year of its inception. Within short span of six years, the company has attained annual turnover of more than 120 cr. Besides its manufacturing activities the company is pioneer in commissioning of pharmaceutical plants and operation theatres for modern hospitals. The total manpower of the company is approximate 1050 employees include regular and contractual employees in 2 Units.

Roles: Recruitment, Resourcing & development:

- Executing Policies for HR and employee welfare aiming towards development of human capital across.
- Identifying future manpower requirement and designing plans for acquiring requisite skills and competencies.
- Overseeing all aspect of recruiting, right from understanding profile through campus interviews, Recruitment Job portals and advertisements; conducting wage and salary surveys.
- Lining up of interview and coordinating with higher authorities for selection & salary finalization.

MIS Operations

- Maintaining leave, comp-off & attendance of the employee.

- Maintaining Recruitments, monthly bills, reimbursements. Maintaining CTC data.

Joining Formalities

- Design salary break up.
- Collecting documents required to maintain deputies records as per the compliance standards and issuing the employment letter.
- Registering eligible candidates for ESI & PF filing & maintaining paper records.
- Maintaining and updating master data of the employees in new joiners details for payroll Processing.
- Drafting of all kind of letters like Offer, Appointment, Confirmation, Relieving, Salary Increment, Termination.
- Induction training, open bank account, , reference checks, medical check-ups, issuance of tata photon, laptops ,e-mail ID ,company sim ,complete person files, making JDs.

Time Management:

- Tracking the Attendance of the Employees through attendance Software and providing reports on absenteeism, Late Comings, Less hours, Shift Rotation, Over Time.
- Processing of Leave Balances from leave applications for CL, PL, SL, and OT & Comp-off.
- Providing the accurate attendance reports for payroll processing.

Payroll

- Opening Salary account.
- Processing Error-Free monthly payroll for the Low Level, Mid Level & Top Level Employees.
- Generating Salary Statements & Pay slips.
- Having Handful of Experience in processing payroll in MS-Excel
- Generate UAN number of employees.

Full & Final, Exit formalities

- Talk to Employee about Resignation
- Talk to his Senior/Manager about his issue
- If relieving is confirmed, finalize his last date, notice period, mail the employee about his last date and other formalities.
- On relieving day, conduct exit interview, get the exit form filled
- Issue necessary documents - Relieving Letter/Experience Letter/Salary Slips (if required)
- Full & Final Settlement. Document his exit documents in his employment file

Administrative operations and employee motivation and Engagement

- Monitoring shift roster, provide adequate facilities to the new employee - I-Card, Uniform, etc.
- Managing events by organizing functions, Meets, Get- Together
- Processing of Leave Balances from leave applications for CL, PL, SL, OD and OT & Comp-off.
- Providing the accurate attendance reports for payroll processing.
- Prepare HR Event calendar, Handling R & R (Rewards and recognitions)
- Responsible for organizing employee engagement events
- Management of various welfare schemes like Arrangement of gifts & sweets for celebration.
- Responsible for internal customer satisfaction audit.

ESIC:

- Enrolment of new joined employees covered under ESI ACT, and making arrangement for their Biometric card for ESI treatment.
- Submission of ESI medical bills for Reimbursements in ESI hospital with Eligibility form and other supportive Documents.
- Submission of accident report form 12 online.
- Maintain data for ESIC Challan, generation of ESIC challan.

Performance Appraisal System:

- Preparation of appraisal forms of all departments.
- Send the all forms to department heads via mail or hard copy.
- Coordinate for filled performance appraisal form with employees.
- Maintain increment file.

Company: LS Industries Ltd.

Duration: Worked from 1st January 2012 to April 2012

Designation: Management Trainee- HR

Winter Training Project

- Recruitments at Blue Star Pvt.Ltd.

SEMINARS & WORKSHOPS:

- Attended National Seminar on Human Resource Development.
- Attended HR Meet at college campus.
- Attended Personality Development Programme.
- Public Speaking Skills – Stage Fear, Eye Contact Fear, Gestures & Postures, Group , communication.
- Attended Workshop on Interview Skills.

ACHIEVEMENTS

- Hired VP level employee.
- Reduce recruitment cost.
- University position in MBA 2nd and 3rd semester.
- 1st position in MBA 2nd, 3rd and 4th semester.
- Participate in dance competition at G.S.S Ramshehar and Win 1st prize.

Trainings

- One month training from Elin Appliances Pvt.Ltd Kala-Amb as HR Trainee generalist.
- One month 15 day's training from Pidilite Ltd Kala-Amb as HR Trainee generalist
- One month 15 day's training from Blue Star Ltd. Kala-Amb as HR Trainee generalist.
- Three months training from HR & Professional Services Institute as HR Trainee recruitments.

PERSONAL VIATE

Name : Pooja Kaushal

Date of Birth : May 20, 1989

Address : Village Khera, Distt. Solan Teh. Nalagarh

Marital Status : Married

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility of correctness of the above-mentioned particulars.
Pooja Kaushal