

NITALI ROY

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HR professional since 2017, with relevant experience in the field of HR Admin, HR Operations and function

Current Location: Hadapsar, Pune

Shift Preferred: Day / General Shift.

D.O.B: 10-July-1993

Notice Period: 20 Days (negotiable as per situation)

Preferred Location: Pune

Job Sectors Preferred:

1. HR Operations, HR Generalist, HR Business Partner, HR Administration, Sr. HR Executive, HR Coordinator, HR Manager and others.
2. Teaching – Education
3. Any other relevant sectors

SKILLS

MANAGEMENT SKILLS

- Priority and Task planning.
- Time and Attendance Management.
- Talent acquisition
- Sustain long term relations.
- Reference Checking
- Create professional rapport with colleagues and staff
- Applicant screening levels.
- Build clarity about objectives.
- Checklist and self-management.
- Communication and Presentation

COMPUTER/IT SKILLS

- Recruitment: Applicant Tracking System, Team Directory System.
- TechMBS: Applicant Tracking Systems server website for candidate hiring and joiners.
- Team connectivity: Email and Microsoft Teams.
- Documentation Upload: DWMS (Delivery Workflow Management System)
- Microsoft Office Tool (PowerPoint, Excel, Word).
- Attendance: On-Time Employee Manager
- Asset Management: Asset Tiger Online Asset Management
- Password Management: Enpass Password Manager.
- Teamwork Management and Communication: Asana.com, Microsoft Teams
- Interview Modes Taken: Online (Surveys links, Zoom, Skype/Skype Meet, Hangout/Google Meet) and Offline (Walk-in, Scheduled)

WORK EXPERIENCE

1. HR EXECUTIVE (IHT)

TECHMBS | Mumbai, MH

Duration: 1/2017–12/2017

Sector: ITES (BPO)

JOB HIGHLIGHTS

- Hiring background - Associate level
- Major streams - ITES Experienced for BPO/NON-BPO or Technical (IT/ECE/Eng./TECH/Diploma in Computers/Hardware-Networking) Client processes hired - Australian, U.K, U.S and Ireland.
- International Client company processes - Vodafone, 3 Global services, Telstra, and Verizon.
- Indian Client Company processes - Hotstar.
- Indian locations Handled - Mumbai, Pune, Chennai, and Hyderabad.

ACHIEVEMENT

- Recognized and Awarded for Best Performance for the Month May to October 2017 -Worked in the IHT-Team with a team of 8 to 10 members and a TL.
- Capacity to hire various skill sets and 85+ joiners (monthly average 6 to 12 average joiners) as per target set.
- Good Contributed to company systems like TDS, ATS & portals.
- Awarded for 'Best Performance of the Year-2017'.

DUTIES

- Collecting, sorting, and distributing any incoming job applications.
- Candidate coordination and documentation of walk-ins and outstation candidates.

- Brief candidates and Schedule Interviews, Maintaining candidate basic records in current version Excel - Screening/Shortlisting of CVs of Candidates.
- Screening as per process requirements and eligibility for the applied resumes.
- A daily record of screening more than 100 to 150 candidates through calls, portal resumes, and mass emails.
- Collection of suitable references from various sources like on-board employees and interested candidates/referrers.
- Downloading of CVs and Job posting from various Job portals like Naukri.com, Monster, Times jobs and Shine
- Contact Candidates by Telephone & SMS (texting and SMS BLAST), Mass-Mailing for Job requirement & Interview
- Use company tools like TDS (task depository system) and Company ATS (automatic tracking system).
- The registration system for interviewee's registrations and interview schedule, planning, stepwise interview aligning, skillset choice, interview performance track, and results, and time tracking for each company interviews.
- Schedule and brief about various processes as per assigned Skillset and interview levels like HR-Voice & Accent Versants-Mock call-JAM (just a minute free speech)-Technical round/Final process round.
- Deciding on Offer to be made after "Select" and Negotiation of joining.
- Learn on monthly targets and weekly process requirements, Timely team meets for discussing individual and team targets.

2. **HR EXECUTIVE (Generalist role)**

Imperial International Sports Academy | Mumbai, MH
Sector: Sports Education, Training, and Development

Duration: 11/2018–06/2019

Companies:

1. **EDUQUEST VOYAGERS, Mumbai**
2. **NEST ACADEMY OF MANAGEMENT EDUCATION, Dubai (Onsite)**
3. **NATIONAL ACADEMY OF SPORTS MANAGEMENT, Mumbai**

DUTIES

- Hiring major – Internal and External Hiring. Marketing, Business Development Executives, Admission Counsellors, Marketing interns, Administrative/Reception positions.
- Locations Handled – Mumbai and Dubai (2.5 months onsite project)
- Attendance and Biometric Excel Reference Check and Management.
- Basic Salary Slip Calculation as per company and roll out as per requirement (No PF)
- Mail rollout related to occasions and events.
- Petty Cash Management and record-keeping for the same.
- Record keeping on-call list, Joiner, and Documentation process check for various profile joiners.
- Employee Contract Letter rollout for employees on various requirements.
- Documentation for employees, clients, and bills (both offline filing and Online Cloud Filing)
- Participation in office activities for various occasions. (Employment Engagement Activities with the HR team)

3. **HR ADMIN EXECUTIVE**

SAR GROUP OF INDUSTRIES | PUNE
Sector: Agriculture / Argo – Fertilizers

Duration:

- a. **As Full time Employee:**
 - a. **12/2019 to 1/2020,**
 - b. **06/2020 – 4th May, 2021**
- b. **As an HR Consultant: 06/2020– 8/2020**

Companies:

- | | |
|--|-------------------------------------|
| 1. SAR AGROCHEMICALS & FERTILIZERS PVT. LTD | 3. SOLUM AUTOMOBILES |
| 2. KHETIGAADI.COM (ATFEM KHETIGAADI PVT LTD) | 4. AGRIOLA INTERNATIONAL LLP |
| | 5. SAR AGROMART |

JOB HIGHLIGHTS

1. **Asset Management:** Asset Tiger, Asset Management and record-keeping for all the asset credentials in safe order.
2. Supporting based on company policy amendments or project strategies.
3. Working on official letters and document support for various purposes.
4. **MIS Management:** Google Cloud, Excel – Office Admin, HR and other requirements.
5. **Payroll Management:** Google Sheet MIS (Due to hourly and minutes calculations)
6. **Stock Management:** Assets, Equipment, Stationary, Devices, IT Wires and LAN wires,
7. **Recruitment:** Multiple Positions related to IT and Non-IT. Marketing, Sales, Tele Callers, Agri Tech Sales, Accounts, Internships, Admin, Graphic Designers, SMO – SEO – Digital Marketing Executive,
8. **Employee Documentation:** Scanning, Record Keeping, Background Verification, Pre-Joining and Post Joining HR Checklist, Induction and Training record, Exit Documents, HR Policy Manual,
9. ISO Check listing as per the company auditors
10. **Training:** Training Sheets preparation as per position, KRA and KPI Linked Performance Maintenance, Policy
11. Attendance, Biometric check.
12. Stationary, Canteen Stock, Billing MIS, Bills pay, Server room check, IT support check and asset assignment to employees, Material In and Out, Courier Record, Magarpatta Entry Authorizations for entry permits and other Admin responsibilities.
13. Monthly Payroll Calculations and Processing.
14. Bills, Courier in and Out, Mail rollout related to occasions/events/notices/warnings/formal inquiries.
15. Google Sheets Linked with multiple forms like IT Support, Pre-Joining Form, Pre-Interview Form and many more for ease of data Management and time saving.
16. Performance Record keeping on Daily and Monthly basis.
17. Rewards and Recognition for monthly performers.
18. Company Letter drafting for multiple purposes as suggested by Authorities.
19. **Event Management:** Deciding and implementing activities on Team Building, Birthdays, Festivals, and Office Cultural Events.
20. **Password Management:** ENPASS Password Management, Google Sheet Data Record and update.
21. **Credential Management:** Management of Major credentials related to our office.
22. Documentation for employees, clients, and bills (both offline filing and Online Cloud Filing), including induction briefing for Job duties, joining process, reporting, and company policies.
23. MIS management for all the admin requirements and office credentials.
24. Managing employee queries and handling sub-HR functions of the office as a when required by the C levels.
25. Basic Trainings for employees on joining, company policies, email etiquettes, Cultural Diversity and other topics.

HR PROJECTS

1. HR CONSULTANT (Onsite) PROJECT

NEST ACADEMY OF MANAGEMENT EDUCATION | DUBAI

Duration: 02/2019–04.5/2019

Sector: Education, Training, and Development.

DUTIES

- Hiring major – Internal and External Hiring. Marketing, Business Development Executives, Admission Counsellors, Marketing interns, Administrative/Reception positions.
- Hiring Companies – IISA and Brands, NAME (Dubai), National Academy of Sports Management.
- Locations Handled – Mumbai and Dubai (2.5 months onsite project)
- Attendance and Google Sheet Excel Reference Check and Management.
- Mail rollout related to occasions and events.
- Record keeping on-call list, Joiner, and Documentation process check for various profile joiners.
- Employee Contract Letter rollout for employees on various requirements.
- Documentation for employees, clients, and bills (both offline filing and Online Cloud Filing)
- Participation in office activities for various occasions. (Employment Engagement Activities with the HR team)

2. **HR ADMIN CONSULTANT**

SAR GROUP OF INDUSTRIES | PUNE

Duration: 06/2020–8/2020

Sector: Agriculture / Argo – Fertilizers

Companies:

- | | |
|--|------------------------------|
| 1. SAR AGROCHEMICALS & FERTILIZERS PVT. LTD | 3. SOLUM AUTOMOBILES |
| 2. KHETIGAADL.COM (ATFEM KHETIGAADI PVT LTD) | 4. AGRIOLA INTERNATIONAL LLP |
| | 5. SAR AGROMART |

DUTIES

- Hiring major – Internal and External talent process for multiple roles required.
- Documentation for employees, clients, and bills (both offline filing and Online Cloud Filing), including induction briefing for Job duties, joining process, reporting, and company policies.
- Managing employee queries and handling sub hr functions of the office as an when required by the C levels.
- Mail rollout related to occasions/events/notices/warnings/formal inquiries.
- Record keeping an on-call list, Joiner, and Documentation process check for various profile joiners.
- Working on official letters and document support for various purposes.
- Asset Management and record-keeping for all the asset credentials in safe order.
- MIS management for all the admin requirements and office credentials.
- Supporting based on company policy amendments or project strategies.
- Keeping Daily records on performance check on a micro as well as macro-level both.
- Participation in supporting for miscellaneous functional requirements.

INTERNSHIPS

1. **CLIENT RELATIONS INTERN**

BBM (IB) Pantaloons ICC Tech Park | Pune, MH

Duration: 12/2014 to 01/2015

Aim: A Study of Customer/Client Service (Foreign Clients)

Details:

- To understand customer preference according to the foreign origin and set customer-oriented services.
- To help improve the service and product ranges as per the foreign client preference.

Achievements:

- This study based on the survey helped us to know the level of satisfaction concerning in-house brand range and service provided to them.
- It also helped in creating improvements at the experience quality given to the foreign clients and also speed up lagged services related to CRD.

2. **HR GENERALIST INTERN**

PGDM (HR) Internship Company: GeekyWorks IT Solutions Pt. Ltd.

Duration: 05/2016 to 07/2016

Aim: A study on sources of stress concerning developers in GeekyWorks IT Solutions Pt. Ltd.

Details:

- Identify the factors causing stress among the developers.
- Search out the level and kind of stress among the developers of different age groups.
- Study about the effects of stress on the developers.
- Identify coping strategies to manage stress.

Achievements:

- I took some individual-team practices of motivation, relation-building between peers.
- Also, I initiated small stress relief habits and perk breaks during heavy working hours.
- Suggested and practiced friendly team conferences on project performance and targets.

QUALIFICATIONS

Degree	Specialization	School/College	Board	Grade	Batch
PGDM	Human Resource Studies	Indira School of Business Studies, Pune	AICTE, Delhi	70%	2015-2017
BBM	International Business Studies	Indira College of Commerce & Science, Pune	Pune University	69.93%	2012-2015
HSC	Commerce	S. S. & L. S. Patkar College of Arts and Science and V. P. Varde College of Commerce and Economics, Mumbai	Maharashtra State Board	52.16%	2009-2011
ICSE	Commercial Applications	Kimmins High School, Panchgani	ICSE	62.71%	2009

Certifications:

- Payroll Management and competency mapping (8 hours-workshop), Indira School of Business Studies, Pune.
- Image Building and Professional grooming by Ruhi Image Consulting. (6 hours-workshop), Pune
- State Level Seminar on Developing Communication & Managerial Skills (DCMS- '13) at ICCS, Pune.
- Career guidance and soft skill development from Ozone Education Consultants Private Limited, Pune.
- Certified in Creative Writing by Internshala Trainings.
- Pursued certification from MiddleEarthHR for Certified Human Resource Generalist (CHRG).

ACCOMPLISHMENTS

Academic and Co-curricular Achievements:

- Mentor and Coach for the juniors in PowerPoint Presentation leagues and series at ICCS, Pune.
- Participated in COMEX-2013 for PowerPoint Presentation at ICCS, Pune.
- Certified in Elementary and Intermediate Levels for Art (2008-2009).
- School and National level Singing and folk dance.
- Created educational models and projects related to energy harvesting, civilizations, business ethics, water harvesting, products, wildlife, tourism, etc.
- Created personal Blog in wordpress.com: nitallect.wordpress.com.

Conferences & Events:

- World Quality Congress & Awards held on 23rd July 2013 at Taj Land Ends, Mumbai.
- World HRD Congress & Awards on 17th February 15, 2016, at Taj Lands, Mumbai.
- Indira (IGI) Model United Nations Conference and Gusto (inter-college event) as Co-Head, Anchor, Editor, Writer, and Reporter for Media committee at ICCS (December 2012 to 2014).
- Media Committee, Press Committee, Anchoring Committee, Organizing Committee.

CSR & Extra Curricular activities:

- FCCI Marathon for Women Empowerment.
- Orchid's trust and associations Walkathon for Women Health.
- Active applicant working on creating petition awareness on various world issues at Change.org.
- I Contribute my workout and cardio steps to help Impact (impactapp.in) support the NGOs.
- Visiting friends at Navakshitij Trust home.

INTERESTS and LANGUAGE

Writing Articles or Blog, DIY Art-Craft, Singing, or Listening Music.

LANGUAGE	READ	WRITE	SPEAK
English	✓	✓	✓
Hindi	✓	✓	✓
Marathi	✓	✓	✓
French (Beginner)	✓	✓	✓
Bengali (Mother Tongue)	-	-	✓