

PANSHEEL KOUL

Human Resources Generalist | Payroll & Onboarding Specialist | HRMS Expert

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Over 3.9 years managing full employee lifecycle across fast-paced organizations. Proficient in Zoho People and HRMS platforms. Led onboarding for 150+ hires, managed payroll cycles for 500+ employees, and streamlined Zoho workflows to enhance HR efficiency and ensure smooth employee lifecycle management. Strong in cross-functional coordination, compliance, and employee engagement. Currently managing a 2-member HR operations team overseeing onboarding, payroll, and core HR functions.

PROFESSIONAL EXPERIENCE

Associate Manager - Human Resources

Haqdarshak | Pune, India | Oct 2022 – Present

- **Onboarding & Training:** Delivered structured onboarding and induction programs for **150+ hires**, ensuring faster integration and improved retention during probation.
- **HRMS Administration:** Functioned as **Super Admin for Zoho People & Zoho Desk**, customizing modules and workflows to streamline leave, attendance, and query resolution for **500+ employees**.
- **Payroll Management:** Oversaw monthly payroll cycles for **500+ employees**, ensuring **100% accuracy, timely disbursement, and statutory compliance (PF, ESIC, TDS)**.
- **Process Automation:** Automated **offboarding, appraisal cycles, probation assessments, and contract extensions** within Zoho, reducing manual intervention and HR turnaround time.
- **Performance Management:** Rolled out **KRA-linked appraisal cycles**, driving measurable alignment between employee objectives and organizational priorities.
- **Team Leadership:** Manage and mentor a **2-member HR operations team**, enhancing efficiency in employee query handling and HR service delivery.
- **Policy Formulation & Implementation:** Led policy development initiatives, including leave management, code of conduct, grievance redressal, and performance management policies, strengthening compliance and organizational culture.

Associate - Employee Experience (HR)

Medly Software Systems LLP | Pune, India | Dec 2021 – Oct 2022

- **Onboarding Operations:** Designed and executed **end-to-end onboarding workflows** including background verification, document collection, and induction sessions.
- **Documentation & Compliance:** Maintained complete HR documentation (offer letters, NDAs, promotion orders) ensuring **audit-ready compliance**.
- **HR Analytics:** Created and updated **employee dashboards in Excel & Google Sheets** for management reporting and workforce analysis.
- **Payroll Coordination:** Prepared payroll inputs and liaised with vendors via **Paybooks**, ensuring error-free salary processing.
- **Organization Structuring:** Built **org charts and reporting lines using Lucidchart**, improving visibility for leadership and managers.
- **Engagement Initiatives:** Led employee engagement activities, improving workplace culture and collaboration.

KEY SKILLS

HRMS & Tools: ZOHO People, Workday, Paybooks, Trello, Slack, Click-Up

Core HR Functions: Payroll, Onboarding, Exit Management, Performance Reviews

HR Analytics: Proficient in MS Excel (Pivot Tables, VLOOKUP, HLOOKUP, data validation, and advanced reporting) for workforce data analysis, trend identification, and decision-making support.

Labour Laws & Compliance: Strong understanding of Indian labour laws (Factories Act, Shops & Establishments Act, Payment of Wages, Gratuity, PF, ESIC, and other statutory compliances) with hands-on experience in ensuring organizational compliance.

EDUCATION

Master of Science (M.Sc.), Biotechnology

Guru Jambheshwar University of Science and Technology, Hisar, Haryana | Aug 2014 – Aug 2016 | First Class

Bachelor of Science (B.Sc.) Honors, Zoology

Hansraj College, University of Delhi | Jun 2011 – Jun 2014 | First Class

LANGUAGES

Kashmiri · Hindi · English