

USHA
(Human Resource)

Email:- ushathakurmba5@gmail.com
Contact:-9560934055/8800344355

CAREER OBJECTIVE:

To obtain a responsible, challenging, and rewarding position in the field of HR in an organization where my skills, abilities, and technical expertise can be utilized.

OTHER SKILLS:

MS Office.
Tally 9.0

EDUCATIONAL QUALIFICATION:

Course	Board/University	Year of passing	Percentage %
MBA (HR).	Soft dot institute South ex (N.D) P.T.U	2011-2013	72%
Bcom.(Bachelor of commerce)	P.S.R Govt. Degree College Bajjnath.(HPU)	2008-2011	59.5%
12 th commerce	G.S.S.School Krishna Nagar	2008.	63.4%
10 th	G.S.S.School Krishna Nagar	2006.	52.42%

TOTAL EXPERIENCE: 6 YEARS.

Current Organization:- Vayam Info Solution Pvt Ltd. A Chennel Partner with WIPRO and HCL ltd.

From-5th Nov'12 to till now...

Current Designation:-Manager in HR & Operations.

‘Reporting to Director’

Job Profile: Handling HR activities PAN INDIA resources.

• Recruitment, Resourcing and Development

*Managing End To End Recruitment.

*Handling Recruitment team members and help them develop a talent pipeline.

*Developing recruiting strategies to ensure job openings are filled in a timely and cost-effective manner.

*Understanding the internal manpower requirements and detailing of specific mandates, thereafter to formulate overall plan to meet the requisite standards for recruitment. This involves developing a search strategy, sourcing candidates, interviewing, assessing and closing positions.

*Preparing the Monthly, Quarterly & Yearly Recruitment MIS.

*Coordination with HR team and project/Program mangers of WIPRO.

- * Uploading resumes of candidate while selection is done on WIPRO synergy portal.
- *Maintaining a systematic and comprehensive database of all candidates, working in the relevant area.
- *Maintaining pipeline reports of joining candidates.

• **Administration work related to Human Resource**

- *Handling team of joining formalities which include documentation, releasing offer letter, appointment letter, ID Cards, coordinating with bank for account opening etc.
- *Updating newly joined employees' report.
- *Employee grievance-Handling issues of employees whatever they have regarding PF, ESI, Salary, claim and Client.
- *Handling escalations of employees with client site.
- *Complete the exit formalities for the employee.
- *Handling day to day activities in HR and Operations.
- *Managing the billing cycle and salary disbursement.
- *Need to raise monthly invoices for Salary and Reimbursement of employees.
- *Need to take regular follow up with WIPRO billing team to get the payment on time for different-different divisions.
- *Conduct the HR meet with employees and their supervisors in different-different sites.
- *Need to attend HR Meet with WIPRO recruitment team, PRO team, PEET team and etc.
- *Need to visit in all the sites to distribute the gifts, awards and certificates to best employees.

• **Appraisal or Increment**

- *Actively involved in employee performance appraisal and increment, coordinating with director.

• **Employee Engagement and Grievances**

- * Best Employee of the year
- * Involved in organizing various cultural events like Diwali, Christmas and Holi to keep people together and make the workplace exciting, rewarding and engaging
- * Celebration of employees Birthdays.
- * Employee issue related to salary, bonus, increment, late mark etc.

Previous organization:- BP incorporate.

- Worked as a HR recruiter with the tenure of 9 Months.
- Did end to end recruitment.
- Recruitment & Selection
- Ensure timely recruitment and selection through Job portals (Monster, Times, Naukri, Shine), Arrange Walk-in-interview, Employee Referrals.
- Job Posting on Job Portal.
- Taking first HR round of interview.
- Coordinating with Clients

PROFESSIONAL QUALIFICATIONS:-

3 Months Training of HR Generalist.

(Payroll, PF, ESI, MIS, Joining Formalities, labor Law, Employee relation, Income Tax, Performance Appraisal, Recruitment, SWOT analysis).

PERSONAL DETAILS

Communication Address : H.N. 476 Street N. 35D Molarband Ext. Badarpur New Delhi.

Husband Name : Rajesh

Date of Birth : 30-Jul-1991

Marital status : Married

Languages Known : English. Hindi

E-mail Id : ushathakurmba5@gmail.com

I hereby declare that all the information made in this resume is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, I shall be responsible for the same.

Date:

Place:
(Usha Thakur)

SIGNATURE