
SMRITI JAIN

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PROFESSIONAL SUMMARY

3+ years' experience and result oriented HR generalist skilled in a variety of HR functions including talent acquisition, talent retention, employee on-boarding, training and payroll administration. Proficient in conducting end to end recruitment from job definition to candidate sourcing to interviews. Strong in driving employee training activities. Also adept in organising multiple activities and creating a great office culture to ensure the retention of talent. Looking forward to apply the gained skill set to an interesting and challenging role.

SKILLS

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| • Employee relations | • Talent management |
| • Training development | • Resource planning |
| • Organizational development | • Human resources administration |
| • Conflict resolution | • Policy evaluation |
| • Wages and salary | • Hiring and training |
| • Benefits and compensation | • Employee training |
| • File and records management | |

WORK HISTORY

Sr. HR Executive, 07/2017 to 03/2019

Cartec Motors Pvt. Ltd. – AHMEDABAD, Gujarat

- Maintained work structure by updating job requirements and job descriptions for all positions
- Eliminated process lags with quick processing of Incentives, Payroll, Attendance, Leaves and Yearly Holidays actions
- Planned and launched large-scale events that boosted employee
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency
- Conducted annual salary surveys and developed, analysed and updated company salary budget
- Communicated with potential hires to provide clarity on expected tasks, compensation and policies
- Troubleshoot and resolved problems with HR software to enhance production support and minimize downtime

- Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations
- Contribute to successful opening of new branch location by designing and executing employee training and orientation programs, benefits and compensation packages, incentives and office policies
- Manage personnel records

HR Executive, 12/2015 to 06/2017

Concept Motors I Pvt. Ltd. – AHMEDABAD, Gujarat

- Coordinated travel accommodations for staff and out-of-town visitors, including vouchers, agendas and transportation.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Found new sources for office supplies and closely monitored inventory use to cut costs.
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Continually sought methods for improving daily operations, communications with clients, record-keeping and data entry for increased efficiency.
- Participate in exit interviews, gathering crucial information to improve department efficiencies and procedures
- Designed new policies for Grievance Handling and Employee Feedback.

EDUCATION

Post-Graduation Diploma: Human Resource Management, 2015

Mahatma Gandhi Labour Institute - Ahmedabad, GJ

Bachelor of Commerce: 2014

Shri Sahjanand Arts & Comm College - Ahmedabad, GJ