

SHYNISHA SHAIK

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HR & Payroll Executive

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Obtain a challenging position by applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

AREA'S OF EXPERTISE

- | | |
|---------------------------|------------------------|
| ✓ Recruitment & Selection | Performance Management |
| ✓ Employee Engagement | Exit Management |
| ✓ Employee Relations | HR Forms |
| ✓ Training & Development | Payroll |

EDUCATION

MBA in Human Resource Management (HRM)

Mysore University – 2012 to 2014

B. Tech in Electronics and Communication Engineering (ECE)

Jawaharlal Nehru Technological University – 2008 - 2012

CAREER SNAPSHOT

HR & Payroll Executive	- Naresco Contracting LLC	Nov 2017 - Till date
HR Executive	- Coastal Projects Limited	Jan 2016 - Mar 2017
HR & Payroll Assistant	- Lootah Group of Companies	Feb 2015 - Dec 2015
Tele Marketing Executive	- Country Club India Ltd	Sep 2014 - Dec 2014

PROVEN JOB ROLE

HR & Payroll Executive - Naresco Contracting LLC Nov 2017- Till date

- Provide HR support to employees and project managers, by explaining policies and procedures in a timely and effective manner
- To Support employees by preparing letters, salary certificates, NOC's, experience letters etc.
- To Manage Pre-Employment Processes
- Administer the probationary review periods & performance management system
- Compile & update data into the HR system so that accurate records are maintained
- Provide data for and prepare management information reports
- Communicating all HR related information by Emails and Phones from Head Office to Sites

- Maintain and develop the personnel filing system
- Focal point with the Health Insurance coordinator, for Additions, deletions, claims processing and renewal
- Manage the absence recording system
- Collect and verify timekeeping information for all employees
- Calculate pay according to hours worked incorporating leaves, overtime and deductions
- Initiate periodical payments timely either by preparing and administering checks or making direct deposits through a bank payment system
- Issues statements and invoices and maintain records
- Update paper and electronic payroll records by entering adjustments on pay rates, employee status changes etc.
- Deal with complaints and questions regarding payroll from employees and upper management
- Investigate and resolve any discrepancies in payroll
- Prepare and submit reports with payroll information to supervisor.
- Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
- Schedule staff's visa, medical, coordinating with other internal and external departments.
- Collect all appropriate documentation necessary for visa and permits required to be processed.
- Organize visas for holiday and business related travel for managers as required.
- Responding to staff queries on Visa/ Labor/ Passport related matters.
- Ensure all visa, medical and labor permits are up to date and arrange timely renewal.

HR Executive – Coastal Projects Ltd (Jan 2016 to Mar 2017)

Recruitment

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

Training & Development

- Identification of training needs and nominating candidates for training.
- Scheduling and arranging training while coordinating with external trainers and training programs.
- Encouraging participation of employees in various organizational events.
- Issuing training certificates after completion of the training.

HR Administration

- Handling the queries of the Employee pertaining to the Minimum Wages, ESI, PF, Bonus, and Gratuity etc.
- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Maintaining employee's personal files and records, communicating HR policies across the organization at all levels.
- Keeping track of Confirmation, Appraisals, and Increments of employee's attendance, maintaining leave records, PF records, issue letters, etc.
- Preparing various letters like offer letter, appointment letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
- Involvement in the Welfare Policies like Anniversary, Birth day Gift Distribution, Reward & Recognition etc.

Employee Engagement

- Celebrations - Diwali, Ganapati Festival, and other company events
- Effectively managing welfare measures, management - employee get together, picnics & parties.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners.

HR & Payroll Assistant - Lootah Group of Companies (Feb 2015 – Dec 2015)

HR Administration

- Support HR manager with administration of final settlements, preparing documents, printing, filing etc...
- Liaise with PRO of company as required to expedite visa's and work permit for staff
- To ensure that PRO has prepared employee contracts within agreed timelines.
- To ensure that renewal of visa for the existing employees and cancel of visa for the exit employees has done in timely manner
- To work closely with the PRO to ensure that all government relations process is implemented in a cost –effective and timely manner
- Communicating all HR related information by Emails and Phones from Head Office to Divisions.
- Keeping details of all petty cash expenses with proper approvals from Vice Chairman
- Bank Account opening for new joiners
- To inform legal cases and have their proper follow-up from the Legal Department.
- Liaise with finance to ensure timely payment of invoice related to HR
- To Support employees by preparing letters, salary certificates, NOC's, experience letters etc. in a timely and accurate manner
- To Manage Pre-Employment Processes
- Properly handle employee requests through responsiveness, follow-up, and escalation.

Employee Engagement

- Work closely with **VC**, division managers and staff providing them with support on the full range of HR activities (including policies and procedures, terms and conditions of employment, absence management, performance management, etc.), in order to ensure a consistent and fair approach to people management throughout the Board.
- Provide advice and guidance on individual employee relations cases, ensuring that these are well managed and meet the requirements of the company's policies, best practice and employment laws...
- Ensure that managers and staff are aware of the policies and procedures and able to operate them effectively.
- Monitor and review the system of performance appraisal and continually develop as necessary
- Ensure new staff are provided their confirmation report along with the feedback of their performance
- Ensure to retain the employees and do the needful.
- Receiving, validating and processing all the forms coming to HR department.

Compensation & Benefits

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in new hires, transfers, payment advances, merit increases, promotions.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, and disability.
- Responsible to handle the entire Exit interviews process, Employee Exit clearances, Calculation & Payment of End of Service Benefits as per UAE Labor law.
- Compiling all data needed for the annual salary review, and the annual performance appraisal analysis. Bonus calculation etc.
- Attends to employee grievances and complaints regarding attendance, salary, provides guidance if necessary

Oracle - HCM

- Create and maintain a centrally organized record of employees personal files for co staff and managers
- Be a source of expertise on the HCM system, able to support and guide other employees on its use
- To work on HCM for record generation and to maintain database of Employees related to labor card, medical card, visa and passport Information.
- Ensure accurate record keeping and upload of all relevant and up to date documents on HCM at all times
- Run reports and provide data from HCM as required by the head of HR or other members of the HR team

- Escalate and report on functionality issues related to HCM to the IT department and follow through and their resolution

Leave Management

- Support employees with leave queries and managing their leave applications through soft and hard files
- Reconcile leave balance at end of each year including obtaining Line Managers, General Manager and VC approval for any carryovers to ensure accurate leave records at all times.
- Monitor HRMS & Oracle- HCM and to ensure employees are accurately entering leave onto HRMS and approvals are in place. Provide details to payroll regarding unpaid leave etc.

Tele Marketing Executive - Country Club India Ltd (Sep 2014 –Dec 2014)

- To deliver Sales talks, which describe products or services in order to persuade potential customers to purchase a product or service
 - To Contact Private Individuals by telephone to solicit sales for Products or services.
 - To explain the Queries of the customers regarding Product or Services.
 - To Obtain Customer Information Such as Name, Home town, how long in UAE, Designation.
 - To Maintain Details of the customer.
 - To adjust sales scripts to better target the needs and interests of specific individuals.
 - To send mails regarding the Details of Products/ Services and the Location map.
 - To Schedule appointments for Direct Marketing Executives to meet with prospective customers or for customers to attend sales presentations.
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- To conduct client or market surveys in order to obtain information about potential customers

ACHIEVEMENTS

- Assisted staff with routine HR related questions, served as the first point of contact for employees – Assisted company staff in solving HR issues.
- Created highly effective organizational and filing systems, including quick and thorough indexing, filing and offsite storage, resulting in easy access to critical information and streamlined office functioning.
- Coordinated work flow among 3 consultants and supervised three support staff. Prioritized and delegated tasks, provided motivation and direction to create a positive work environment and ensured accurate, on-time completion.

SOFTWARE EXPOSURE

- **Software** : Oracle E- Business Suite(HCM), Oracle (OTM), Oracle (Maintenance) Enterprise Document Management, HRIS, Hilti ON-Track
- **Operating Systems** : Windows 98, 2000, XP, 7 & 8
- **Packages** : MS- Office (Outlook, Excel, PowerPoint and Word)

PERSONAL DETAILS

Nationality : Indian
 Date of Birth : 25th August 1989
 Passport No : K3831465
 Languages : English, Hindi, Telugu
 Visa Status : Resident Visa
 References : Will be furnished on demand