

Megha Khurana

Female

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ACADEMIC QUALIFICATIONS

Year	Degree	Institute
2016-18	MBA (HR)	Lovely Professional University, Phagwara.
2013-16	History Honors	Punjab University, Chandigarh.
2012-13	XII (CBSE)	Asha Modern School, Saharanpur
2010-11	X (CBSE)	Asha Modern School, Saharanpur.

KEY SKILLS

- Onboarding Formalities
- New joiner's Induction
- Employee Engagement
- Payroll Preparation
- Maintenance of Leave Records, Attendance records
- Preparation of Insurance Details of Employees
- Back Ground Verification

Work Experience/ Internship

Work Experience: 2Years (Working From 15-Feb-18 to Till Now)

Organization: Channelplay Limited (17-Oct-18 to Till Now)

Roles and Responsibilities:

- On Boarding Formalities
- Online Induction and Classroom Induction
- Document Verification & Background Verification
- Employee Engagement Activities
- Completion of Joining formalities, Banking Formalities, Issuing ID cards etc.
- Banking Formalities of New Joiners
- Responsible for monthly end to end payroll processing on ADP Software, including verification of input and output.
- Preparing the payroll inputs & deductions to be shared with finance.
- Preparation of Attendance record (Biometric), leaves records and leave encashment as per company policy
- Grievances Handling of employees
- Salary status of Project and corporate employees both
- Preparation of Offer letters, Appointment Letters, Confirmation Letters, Increment Letters, Warning Letters, Transfer Letters, Relieving letters & Experience letters
- Maintaining the Medical & Accidental Insurance of both project and corporate Employees
- Handling Exit formalities like exit initiation & taking exit interviews.

Organization: Sandhar Technologies Ltd (15-Feb-18 – 16-Oct-18)

Roles and Responsibilities:

- On Boarding Formalities
- Dealing with vendors for Medclaim and Accidental Policy.
- Good hands on Savior & Oracle HCM.
- Looking after increment of associates.
- Foreign Delegates documentation.
- Renewal of agreements of contractual employees.
- Trainings during Induction.
- Coordinating with employees for NPS.
- Sending monthly additions-Deletions for gratuity.
- Follow ups from insurance company for claim settlements.
- Summer Internship of students.
- Issuing ID cards to new joiners.
- Coordinating with finance team for payments related to Insurance policies and for gratuity.
- Campus Recruitments.

INTERNSHIP

Organization: NEERUS ENSEMBLES PVT LTD

Project: Impact of Fringe Benefits on job satisfaction

CERTIFICATIONS/WORKSHOPS/LIVE PROJECT

- | | |
|-------------------------------------|------|
| • Google Digital Unlocked Certified | 2018 |
| • Certified in Microsoft Office | 2017 |
| • 7 Days Live Project in Big Bazaar | 2017 |

POSITIONS OF RESPONSIBILITY

- | | |
|--|------|
| • Worked as Leader in Quality Circle Project | 2018 |
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EXTRA CURRICULAR ACHIEVEMENTS

Community
Service/
Participation

- Won Gold in Centre Convention Of Quality
- Won First Prize in Sandhar Convention of Quality Circle.
- Participated in Business Quiz in Youth Vibe, Lovely Professional University

Achievements

Achievements

- Participated in skit of Philosophy Department, MCM DAV College Chandigarh
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- Awarded Fourth prize for scoring highest marks in Punjab University in the year 2015.

Languages
Known

LANGUAGES KNOWN

- English

PERSONAL DETAILS

Personal Details

- Nationality: Indian
- Address: H.No.: 2A/635, Town Hall Street, Ambala Road, Saharanpur, Uttar Pradesh - 247001.