

Mridhu Sonsi

HR Executive- Operations at Helm Analytics Private Limited

5 Year(s) 5 Month(s)

9899052019

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“To pursue a career in the organization with a strong motivation and sheer hard work and to sincerely contribute for the overall growth. At the organization at the same time I want to be a constant learner to upgrade my knowledge base in synch with”.

WORK SUMMARY

As an HR Professional, I oversee most of the aspects of HR including Recruitment, HR Operations, Offer Generation, Background Verification, MIS, Joining Formalities, Employee Relation, HR Policy Execution, On boarding, Grievance Management, Induction, Performance Management, Reward and Recognition, Employee Engagement, Attrition Reduction.

WORK EXPERIENCE

HR Executive- Operations (Apr 2018 - Till Date)

Helm Analytics Private Limited

Recruitment & Selection

- Creating and maintaining database of candidates through references and job portals.
- Arrange walk ins and interviews, provide shortlist of qualified candidates to hiring managers
- Make necessary arrangements for pre employment checks
- Develop and oversee the implementation of all necessary guidelines and procedures to ensure all the recruitment and selection process operates effectively within given TAT

On-boarding & Induction

- Responsible for on boarding and partnering with the recruitment team in completing Joining Formalities
- Conducting new hire orientation via corporate presentations and be a single point of contact for them
- Preparation and distribution of Appointment letters
- Dashboard and tracker maintenance of Join data
- Obtaining feedback from new employees to determine the effectiveness of induction program

HR Generalist and Operations:

- Maintaining employees files and records in electronic and paper form.
- Address queries that come into HRIS support box
- Conducting and tracking background verification checks and maintaining BGV reports
- Implement employee satisfaction surveys and questionnaires; helping in analysis and action planning based on survey results.
- Implement new policies, procedures and programs in support of Business.
- Be the first point of contact for all employee grievances.
- Prepares reports by collecting, analyzing, and summarizing data and trends
- Drive Engagement activities like- Buddy program, Floor Walks and Reward and Recognition.
- Managing entire performance appraisal process, coordinating with the Managers for appraisal process
- Ensuring that appraisal process gets completed within the given time frame and all necessary documentation has been done properly
- Confirmations/Increment/ Promotions
- Making effective probation Extension Plan/ Performance Improvement plan.
- Preparation of re-assignment letters for employees travelling overseas, salary negotiation with the managers & employees.
- Coordinating In- house Training Programs
- Assisting Training Manager in Organizing Training Programs and feedback analysis.

Grievances Handling & Employee Welfare:

- Be an employee champion- Reach out to the frontline to ensure good connect and resolve frontline issues in minimum time.
- Periodically meeting the employees to understand their issues of concerns and to resolve them within the stipulated time, escalating unresolved, open issues to the functional managers.
- Handling employees' day-to-day queries and issues related to various HR processes & policies.
- Looking after employee's welfare activities which is a comprehensive term including various services, facilities and amenities provided to employees for their betterment.
- Employee Engagement- Birthday Celebrations, Organizing Annual Day, Festival Celebration.

Exit Formalities:

- Initiating exit clearances from different departments through workflow
- Employee's Full & Final Settlement, exit Interview process
- Handling employee queries during and after their exit from organization
- Analysis of Exit Feedback form
- Analysis of attrition Reasons
- Processing legal cases related to Exit

Senior HR Executive (Jul 2016 – Mar 2018) **Sterling Infoways Private Limited**

Recruitment & Selection

- Creating and maintaining database of candidates through references and job portals.
- Develop and oversee the implementation of all necessary guidelines and procedures to ensure all the recruitment and selection process operates effectively within given TAT

Joining Formalities & Induction

- Negotiating salary with the candidate
- A brief introduction to the Company policies and procedures, code of conduct & HR policies.
- Collection of supporting (joining) documents of the selected candidates.
- Generation of employee code, employee ID card, punching card for attendance.
- Preparation of all kinds of letters to employee (i.e., Appointment Letter, employee detail form etc.)
- Ensuring the accuracy of maintenance of employee records.

HR Operations, Statutory Compliance & Leave Administration

- Responsible for collection of attendance from 5 different locations.
- Looking after statutory compliances (ESIC & EPF)
- Developing salary structure & disbursement of salary slips.
- Hearing and resolving employee grievances
- Regular checking of attendance and taking the necessary disciplinary action against latecomers and absenteeism & keeping track of all employees leave records.
- Employee engagement activities like celebration of traditional festivals, Celebrating Birthdays, Arranging weekly activities on Saturdays

Exit Formalities

- Conducting Exit Interviews
- Collection of clearance forms & leaves status.
- Preparing full & final dues and issuing experience & relieving letter

Senior Customer Care Executive (Aug 2014 – Mar 2016) **Convergys India Private Limited**

- Learnt to run & publish reports on Excel and ensure the targets were met as per the Business Requirements.
- Worked as a Mentor for the new joiners and helped them understand the business requirement and process.
- Managed Teams as a support

EDUCATION DETAILS

P.G.

MBA/PGDM (HR/Industrial Relations) 2017

Deenbandhu Chhotu Ram University, Murthal

U.G.

BCom 2014

Lakshmibai College, Delhi University

PERSONAL DETAILS

Date of Birth: 10 Dec 1993

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