

HUMAN RESOURCES MANAGEMENT

Senior level **with more than 12 years** broad based and progressively responsible experience in management and human resources. Proven ability to work with senior management team to integrate the human resource function within the overall business operating strategy. Experience in department start -ups, high- growth operations & restructuring.

AREAS OF EXPERTISE

Employee Relations, Organization Development, Compensation & Benefits Design, Training & Development, Staffing Requirements, HR Policy Design & Implementation, Operation Management, Team Building.

Katha

Position: **Assistant Manager- HR & Administration**

Period: July 2018 to till date

Job Profile:

➤ **Recruitment, Resourcing & Development**

- Managing recruitment life cycle for sourcing the best talent from diverse sources of identification of manpower requirements for new/ existing departments.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, short listing, verification, selection, and appointment etc.
- Developing & maintain MIS reports & other operating reports.
- Designing, Documenting & Conducting Induction training.
- Monitor Employee Database Maintenance - Complete documentation of personal files and related documents.
- Exit interviews for outgoing employees to get their feedback, analyzing and presenting the report to top management.
- Prepare Full & Final Settlement and complete all exit formalities.

➤ **Training & Development**

- Develop the annual training calendar for the employees as the approved budget.
- Implemented a new training program, which streamlined training staff by more than 60%.
- Fully developed & managed creation of training system to support successful ISO certification. Automated training records into HRIS system.
- Establish performance management system for sales & non- sales association, progressive discipline policy and recruitment process guidelines.
- Improved employee satisfaction 20% by implementing division wide 360 degree feedback identify & correct problem areas.

➤ **Operations Management**

- Medical Insurance: Co-ordination with Insurance Company.
- Preparing on a monthly basis 'The entire organization's Manpower Budget vs. Actual including outsourced staff.

- Preparing on a weekly basis a vacancy status report, this used to form the basis for recruitments. Preparing organizational charts depicting the hierarchy and inter-unit, inter- department information flow.
- Preparing all official documents like Offer Letters, Appointment Letters, Confirmations, Warning Letters, Show cause notice, acceptance of resignations etc.
- Monitoring Leaves, Attendance and Salary records.
- Worked with SAP (B1), Visual Pay system, Master Payroll regarding payroll generation, time office management, HR reports, etc.
- Monitor salary preparation process.

➤ **Statutory Compliances**

- Ensure all compliances including, Payment of Wages Act, Maternity Benefits Act, Bonus & Gratuity Act, PF & ESI Act, Contract Labour Act etc.
- Supervise PF withdrawal Forms.
- Supervise for prepare & deposit PF & ESI online monthly Challan and return.
- Supervise to generate ESI Insurance No., TIC & Biometric Card.
- Implement disciplinary rules, procedure and actions.
- Resolve Domestic Enquiries, Conciliation proceedings.

➤ **Performance Appraisals**

- Preparation of Database for appraisal recommendations for group.
- Taking care of internal sourcing of promotions, increments, transfer & rewards based on performance & recommendations.
- Implement performance Management system which is purely dependent upon the individual KRA, Competency & Organization performance.
- Compensation Management & Salary Administration. Regular surveys of similar type of industries & developing competitive pay and benefit packages, Reward and Recognition system.

➤ **Team Management**

- Ensuring HR Team Building through cooperation & team spirit inculcation.
- Streamlining the HR operations process.
- Supporting the management in all HR related aspects.

➤ **Industrial Relations/ Employee Welfare**

- Discussing various staff issues and coming out with appropriate solution within stipulated timeframe. Ensuring prompt resolution of employee grievances to maintain cordial management employee relation.
- Built strong partnership with the executive staff to ensure that managers and employees worked collaborative to achieve business goal across two sites. Implemented programs that drove high productivity and job satisfaction.

➤ **Policy Manual**

- Preparation, finalization and implementation of policy manual.
- Code of Conduct/ Grooming Manual.
- Employee Welcome Kit/ Induction Manual.
- Employee Exit Manual.

➤ **Administration**

- Developing New Vendor to ensure proper supply of goods and services.
- Manage Transportation (car rental etc).
- Event Management.
- Office stationery procurement & consumption monitoring.
- Vendor Management
- Handling petty cash.
- Maintenance of House Keeping and Security Management.
- Supervision of services like Courier, Fax & Photocopy.
- Reorder quantities from manufacturers and other sources of supplies.
- Guarantee the efficiency and consistency of the supply (sourcing management, suppliers negotiations)
- Monthly purchase planning and budgeting.
- Physical auditing of stores including stock verification.
- Handling purchase team and ensuring proper work.

SAAR Municipal Services

Manager - HR & Admin

Period- Feb 2014 to Jan 2016

SLCM Pvt. Ltd.

Assistant Manager - HR & Admin

Period - Sept. 2011 to Dec. 2013

Indian Railway Catering and Tourism Corporation Ltd. (IRCTC)

Executive - HR & Admin

Period - Feb. 2007 to Sept. 2011

National Council of Applied Economic Research (NCAER)

Personal Assistant to C.E.O.

Period - Jul. 2004 to Jan.2007

PROFESSIONAL & ACADEMIC CREDENTIALS

- 🕒 **MBA in "Human Resource Management"** from Symbiosis Distance Learning Centre in 2010.
- 🕒 **Diploma in Hotel Reception & Book Keeping Course** from Delhi Institute of Hotel Management & Catering Technology in 2004.
- 🕒 **Graduation from Delhi University** in 2003.
- 🕒 **Basic Knowledge of computer like MS Office (Word, Excel, V look, H look, Pivot chart, Power point presentation, Outlook, Access, dos etc.)**

Place:

Date:

(BHAVNA SHARMA)