

## Varsha Chhabriya

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### CAREER OBJECTIVES

To gain greater insight into the field of Human Resource Management by way of exposure to real work atmosphere in a well-established organization. Also, to seek a challenging career in the field of human resources and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

### SUMMARY OF SKILL & EXPERIENCE

- Avid professional with over 5 years of experience in a fast paced Human Resource department. Proficient in administering corporate HR initiatives not limited to recruitment, employee relations, retention and training programs and handling complex situations with professionalism and confidentiality.
- Be candid and honest, but also have the wisdom to be diplomatic when required
- Highly flexible and adaptable contributor, adept at meeting deadlines
- Skilled leader with the ability to develop teamwork and achieve superior results
- Resourceful, goal oriented, possess strong organizational, communication and analytical skills with ability to work under pressure and multi task in a fast paced environment.

### PROFESSIONAL QUALIFICATION

- MBA-HR (2009-2011) from Sinhgad Institute of Management, Pune with 74%.
- Payroll Certification from TAAP Institute with A+ Grade.

### EDUCATIONAL QUALIFICATION

- Bachelors in Commerce (2006-2009) from JDB Girls College, Kota (Rajasthan) with 65%.
- HSC (2006) from D.A.V Public School with 80%.
- SSC (2004) from D.A.V Public School with 74%.

### TRAINING & PROJECTS

- **SUMMER TRAINING**

<b>Company</b>	TI Bicycle
<b>Department</b>	Human Resource
<b>Project Title</b>	Recruitment and Selection
<b>Project Details</b>	Live experience of the recruitment cycle from the company end. Assisted in various HR related work. Vendor Management, maintaining trackers. Handled recruitment drive independently and successfully in absence of HR Manager.

- **WINTER TRAINING**

<b>Company</b>	Mangalam Cement
<b>Department</b>	Human Resource
<b>Project Title</b>	Areas of HR
<b>Project Details</b>	1. Observing Recruitment procedure. 2. Understanding Provident fund, Time Sheet & Payroll. 3. Organizing Welfare Activities for employee. 4. Coordinating Training Program.

## PROFESSIONAL EXPERIENCE SUMMARY

Company Name	Period worked for	Designation	Profile	Location	CTC	Reason for leaving
Confidential	Currently working	Assistant manager-HR	HR Generalist ➤ Talent Acquisition ➤ Talent Engagement ➤ Talent management ➤ Employee Welfare ➤ Payroll Management	Delhi	Rs 5,00,000	For challenging role
TAS-AGT (Tata Group Company)	April-2014-July- 2015	Executive-HR		Delhi	Rs 3,62,000	Contract ended
WMS India	January- 2011– March -2014	Executive-HR		Pune	Rs 2,52,000	Relocation to delhi

## PROFESSIONAL EXPERIENCE SUMMARY

### Talent Acquisition

- Leading the recruitment life-cycle for acquiring the best talent from diverse sources.
- Working with different functions/stakeholders to ensure updated organization positions and approved headcount.
- Collaborate with hiring managers to develop end-to-end recruitment solution.
- Ability to get the right talent within the SLA. Hands on hiring in all the niche skill set. Ability to attract talent from all channels of recruitment (especially job boards). Familiar with industries best practices of hiring.
- Sourcing open positions through various talent sourcing tools such as the job portals, employee reference, informal network, CV pool from job application received, tie - up with various institutes, headhunting, competition mapping.
- Negotiating and making the final offer.
- Conducting the Induction Programme for the new employees.
- Completing joining formalities such as Employee detail form, on boarding of new joiners.
- Initiated Anchorage Program.



### Talent Engagement

- Identifying and analysing employee related issues.
- Creative mind-set towards finding out-of-the-box solutions.
- Conversant with statutory compliance.
- Serve as day-to-day contact for employee relations issues including benefits, performance, and conduct, providing recommendations based on company policy and laws.
- Assist with the development of activities to enhance engagement, and motivate employees to achieve business objectives.
- Provide advice, assistance and follow-up on company policies, procedures, and documentation  
Designing employee engagement calendar, driving practices like Open House, Employee Survey , Knowledge sharing sessions, employee club etc.
- Exit Analysis - understanding the reason for resignation, clearance, exit interviews, full and final settlement and PF assistance

- Organizing Employee Engagement at various levels.
- Fun at work place- Organizing different competitions & fun activities in office.
- Updating employee portal with articles on well-being, organizational learning, Thoughts, events etc.

### **Talent Management**

- Design, develop and execute Training calendars, Compensation Benchmarking exercises and other HR programs like sales incentives schemes etc.
- Design and implement initiatives for retention and arresting attrition.
- Develop, implement, and administer new hire orientation process and presentations and conduct informational interviews.
- Prepare monthly regular reports update, annual budget preparation, HR documentation and system administration.
- To ensure the policies in compliance with the local legal requirements as well as corporate
- Responsible for generation of HR MIS weekly and monthly reports.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates



### **Payroll Management**

- Monthly payroll processing, Leave and attendance management.
- Updating the database for resigned employee/hold salary cases/new joiners/promotions.
- Maintaining the records of the salary of new recruits every month & handling same to Accounts Department.
- Issuing of Salary Slips.
- Statutory Compliance - ESIC, EPF and other Labor compliance.
- Handling employee queries related to payroll, mediclaim, PF and ESIC.
- Full and Final settlement.
- Monthly reports related to payroll, compliance and any other needed from time to time.

### **Other General HR Activities**

- Expedited HR Audit
- Processing & Ordering Sodexo Food Coupons, Ticket Booking for Training purpose.
- Documentation- Letters; Appointment, Confirmation, Experience, Warning etc.
- Leave Database Management.
- HR Email Communication.
- MIS Report of all current employees.

## **COMPUTER SKILLS**

- MS-Word, MS-PowerPoint, MS-Excel
- Excel VB Coding

**LANGUAGES KNOWN**

Languages Known	Read	Write	Speak
English	√	√	√
Hindi	√	√	√
Sindhi	√	-	√
Marathi	√	-	√

**EXTRA CURRICULAR ACTIVITIES**

- Certified as LPA (Lead Process Auditor) by TAS-AGT for HR Audit.
- Awarded for Value Champion "Leadership" in TAS-AGT.
- Won college WTO competition.
- Won inter college competition (millionaire-2010) IMED College.
- Organized Two Charity Show PAHAL (a step towards humanity) on Mar 6th 2011 & 4th March 2012.
- Organized Charity Show Musical Concert by Blind Children on Aug 28th 2011.
- Organized Donation Camp with Deepastambha Charitable Trust.
- Participated in Jalsa Competition (Fashion Show).
- Participated in college Buzicon competition on presentation.
- Accessory Making & Jewelry & Card Designing
- Volunteering for NGOs

**PERSONAL DOSSIER**

**Date of Birth:** Aug 7, 1988  
**Sex:** Female  
**Domicile:** Indian  
**Marital Status :** Married  
**Address:** Malviya Nagar, Delhi-110017

I hereby inform that the above information furnished by me is true to the best of my knowledge

Varsha Chhabriya