

Shikha Gupta

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OBJECTIVE

I have a demonstrated ability to manage the demands of employee recruitment, training and termination, as well as the day-to-day requirements of remuneration management, Occupational Health and Safety. My qualifications and professional development have contributed to my ability to manage these diverse responsibilities, but I believe it is my interpersonal skills and open-door policy that have driven my success in fostering strong long-term workplace processes and relationships.

PROFESSIONAL EXPERIENCE

Cloudnine Hospital

Desg. & Duration: Assistant Manager-HR

April'19 to till date

Job Profile & Core Duties:

- Responsible to conduct the screening process for first interview and initial screening of suitable candidates for further interview with concerned department.
- Maintaining Recruitment/Requisition tracker.
- Preparation of letters & personal files as per NABH.
- Ensure joining formalities are done on time, Induction and JD & KRA Clarification is given to each employee joining the organization.
- Organization Announcements of new joiners.
- Conducting reference check with previous organizations through third party agency..
- Training & Induction with respective department personnel for proper orientation and Hospital Induction.
- Responsible for end to end payroll. Compiling & monitor attendance & leaves and resolve discrepancies & issues related to Payroll.
- Employee engagement activities, fun activities.
- Handling employee grievances.
- Rewards & Recognition, coordinate welfare activities for employees & satisfaction surveys.

- Discipline & Conduct of employees in the organization,punctuality in the staffs in regards of working times,overtime & leave.
- Sending weekly/monthly HRMIS Reports to corporate with in TAT.

Surya Mother & Child Care Super Speciality Hospital

Desg. & Duration: Executive HR

March'18 to April'19

Job Profile & Core Duties:

- Responsible to conduct the screening process for first interview and initial screening of suitable candidates for further interview with concerned department.
- Preparation of letters & personal files.
- Ensure joining formalities are done on time, Induction and JD & KRA Clarification is given to each employee joining the organization.
- Conducting reference check with previous organizations through third party agency..
- Training & Induction with respective department personnel for proper orientation and Hospital Induction.
- Responsible for end to end payroll. Compiling & monitor attendance & leaves and resolve discrepancies & issues related to Payroll.
- Rewards & Recognition,coordinate welfare activities for employees & satisfaction surveys.
- Discipline & Conduct of employees in the organization,punctuality in the staffs in regards of working times,overtime & leave.

Central (Future Lifestyle Fashion Ltd) -Dahisar-Mumbai

Desg. & Duration: Executive HR

Jan'17 to March'18

Job Profile & Core Duties:

- Responsible to conduct the screening process for first interview and initial screening of suitable candidates for further interview with concerned department.
- To complete hiring of new joiner in Sparsh HR module with the time frame
- Ensure joining formalities are done on time, Induction and JD & KRA Clarification is given to each employee joining the organization.
- Conducting reference check with previous organizations through third party agency..
- Training & Development- Do Pre evaluation and prepare training calendar every month. Ensure trainings are done every day as per the training calendar and maintain the training attendance and feedback received

from the trainee's. Do Post Evaluation of training through observation sheet to identify the areas of improvement and counsel the employee's based on the observation.

- Issuing Offer and Appointment letter to the selected candidate. Maintain employee files as per the company standards.
- Responsible for end to end payroll. Compiling & monitor attendance & leaves and resolve discrepancies & issues related to Payroll.
- Conducting confirmation of staff on time with the operations manager and update the confirmation in Sparsh Module
- Performance Management- Manage and drive performance Review (Mid-Year) and Performance Appraisal (Annual) with the respective Manager's and update the same in Sparsh HR Module
- Performing Employee Engagement Activities on regular basis. Identify and recognize employees on monthly basis for demonstrating organizational values.
- Counseling, mentoring, Performance feedback and career planning to staff as and when required.
- Resolving Employee Grievances and IR on priority and creating healthy environment.
- Ensure timely exit formalities of separating employee's and process FNF on time. Process the same in Sparsh HR Module
- Preparing and handling SOP audits.
- Responsible to ensure staff discipline and take necessary action against misbehaving staff, supervision of staff attitude and attire etc
- Send HRMIS Reports on regular basis.

Central (Future Lifestyle Fashion Ltd) Pune:

Desg. & Duration: Assistant HR

Jan'16 to Dec '16

Job Profile & Core Duties:

- Responsible to conduct the screening process for first interview and initial screening of suitable candidates for further interview with concerned department.
- Joining Formalities, Induction and JD & KRA Clarification.
- Conducting reference check with previous organizations.
- Issuing Offer and Appointment letter to the selected candidate. Maintain employee files as per the company standards.
- Responsible to ensure that accurate time keeping done by maintaining records of staff attendance, on daily basis of On-roll and Brand staff.
- Responsible for end to end payroll. Compiling & monitor attendance & leaves and resolve discrepancies & issues related to Payroll.

- Conducting confirmation of staff on time with the operations manager and issuing letter of service confirmation to the staff or extension of Probation.
- Understanding of PF, ESIC, Gratuity, PT, Bonus etc.

EDUCATION

MBA-HR (Welingkar Institute of Management- Pursuing)

B.Tech-(West Bengal University- 2010 to 2014)

H.SC- (CBSE- 2008-2010)

COMPETENCIES

- Self-driven personality coupled with problem solving attitude.
- Good co-ordination and co-operation with the team.
- Ability to grasp quickly and retain it & Good Analytical skill,
- Organized and well-structured at work,
- Committed to deadlines and schedules,
- Honest and Sincere with a high level of Integrity.

PERSONAL DETAILS

- Date of Birth : 26 August 1992
- Languages Known : English,Hindi,Bengali
- Marital Status : Single
- Contact : 9823254097
- Hobbies : Movies,Listening to Music

So I, hereby declare that all the above information's are true to best of my knowledge.

Signature: - Shikha Gupta