



Lovelina Anthony

Human Resources & Admin

Highly motivated MBA Professional having 6+ years of experience in Human Resources, Travel & Administration with a proven track record of self-learning across Corporate MNCs. Have a good understanding of policies, procedures and Compliance. Adept at providing administrative support to various stakeholders including C-Suite with well-informed decisions, confidentiality & proven accuracy all the time.



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SKILLS

Onboarding & Offboarding

Strong People & Vendor Relationship Management

Statutory Audit & Compliances Handling

Problem solving

Travel & Operations

Strategic and Analytical

Team Handling & KPI

MS Office Proficiency

Accountable & Attentive

Quick Decision Making

Payroll / Timeoff Admin

Claims & Benefits

SAP ERP, SuccessFactors

Reporting, Attrition & Metrics

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

INTERESTS

Basketball

Workout

Planting

Writing

Sketching

Music

WORK EXPERIENCE

6.5 YEARS

Human Resources

Yash Technologies

09/2018 - 09/2021

Indore

Achievements/Tasks

- Managed **employee Onboarding, lifecycle** for new as well as existing workforce, **Profile & ID creation, Induction, Policy frame, Claims and reimbursement; Exit formalities; Handled Grievance** in bulk from stakeholders, tracked over internal **Helpdesk** and teammates in order. Ensured accurate information flow, Prioritized & Completion of task within the timeframe; Handled Letter Releasing;
- Handled **Internal Audit and Statutory Compliance**; Managed Reporting on **SuccessFactors**; Strategic HR performance **Metrics and Attrition**; Maintained adhoc employee files and reporting;
- Responsible for final **Deductions & Payroll of 7000+** associates in order to ensure timely salary **disbursement** and tracked over **Leave and attendance; Coordinate with Stakeholders & Support**;
- Set up meeting, **Calendar planning** and upheld the level of **confidentiality & documentation**;
- Managed End to End Travel** (International & Domestic), Vendor coordination and payment processing.

Executive

Goomo Holdings Service (I) Pvt. Ltd.

02/2018 - 09/2018

Indore

Achievements/Tasks

- Developed Strategic packages, Itinerary & pricing** for Domestic and International travel for the Clients;
- Booked overseas Flights & Hotels with hands on experience at online tools & vendor portal; Visa and Passport; provided **Sales & Support** with good communication owing towards **Customer Satisfaction**.

Human Resources cum Travel Desk

Ujaas Energy Ltd.

04/2016 - 09/2017

Indore

Achievements/Tasks

- Handled Recruitment & Sourcing, Interviews, Letters release, Employee On-board & Welcoming, Statutory deductions and Payroll processing, Claims & advance process, Reimbursement & Benefits, Offboarding & Exit Formalities on SAP tool.
- Assisted to CEO, MDs & Board members** for Calendar blocking, Internal & External communication, Travel arrangements, Expense processing, Documentation and Support in various actionable;
- Individually handled** associate's and Client's end to end Travel arrangement, accommodation, Visa & Passport assistance; Maintained strong **Vendor relation** & Negotiation; Planned & managed Event;

Reservation Executive

Network Cargo Tours Travels (I) Pvt. Ltd.

02/2015 - 03/2016

Indore

Achievements/Tasks

- Responsible for Domestic & International booking over **Amadeus & Galileo ticketing GDS**; Itinerary building; Event Planning; Visa and passport assistance; Vendor management and price negotiation.

REWARDS & ACHIEVEMENTS

RISING TEAM Award (10/2020 - 03/2021)

Awarded for quick learner & performer towards commitments and efforts from Oct'2020- Jun'2021 by Yash Technologies

EDUCATION

MBA (Tourism Administration) / Post Graduation

IIPS, Devi Ahilya Vishwavidyalaya, Indore

07/2013 - 05/2015

73.12% / 3 GPA

Higher Secondary & Matriculation

Fatima Convent Higher Secondary School, Nagda

07/2008 - 05/2010

80.2% & 79.6% / 3.2 GPA