

Kumari Swati

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Professional Summary

Dedicated HR Generalist with 2.9 yrs of experience in various aspects of human resource management. These include employee recruitments including *Campus placements*, policy development, records management, payroll and attendance management, employee grievances, Induction and Exit formalities etc.

Skills

- Leaves Management
- Employee Grievances
- Policies Development
- Payroll & Attendance Management
- Employee Orientation
- HR Department Start up
- Recruitment Coordination
- Performance Review

Experience

1) Assistant Manager HR (Generalist), Aug 2018- Till Now at CherishX (Delhi)

Responsibilities-

- **Recruitment (Internal)**- Actively involved in handling End to End recruitment life cycle, sourcing the right profiles through job portals, social media, networking, employee referrals, Linked in, head hunting etc, job postings, initial screening of the candidates, taking face to face interviews, salary negotiation and taking follow ups on regular basis, Campus drive experience.
- **Joining Formalities**- Preparing salary structures, issuing offer letters, reference checks and documentation.
- **Induction and Training**- Providing HR induction to the new joiners.
- **Attendance Management**- Maintaining the attendance of the employees.
- **Payroll Processing**- Making and processing salary.
- **Employee Engagement**- Arranging and coordinating monthly employee engagement activities, birthday celebrations etc.
- **Exit Formalities**- Sending termination/warning mails, issue relieving letters, full & final settlement handling etc.

2) Assistant Manager HR (Generalist), Feb 2016 – July 2018 at Innov8 Coworking (Delhi)

Responsibilities:

- **Recruitment (Internal)** - End to End recruitment life cycle, sourcing (Naukri, networking, employee referrals, Linked in, head hunting etc) initial screening, face to face interviews, salary negotiation, Campus placements.
- **Vendor Management** - Coordinating with the consultants, sending them JD's and other job details and taking follow ups from them on daily basis.
- **Joining Formalities** - Preparing salary structures, rolling out offer letters, background checks and documentation, maintaining database in hard as well as soft copy.

- **Files Management** - Maintaining and updating the personal files of employees in both hard and soft copy.
- **Induction and Training** - Providing induction to the new joiners, allotment of seats, introduction mail.
- **Attendance & Leaves Management** - Attendance management through biometrics leaves management.
- **Payroll Generation** - Processing salary, generating salary slips for each month.
- **Performance Monitoring** - Monitoring the performance of employees through DSR.
- **Compliances** - Taking care of PF & ESI contribution.
- **Policy formulation** - Framing and updating the company policies.
- **Employee Engagement** - Arranging monthly birthdays, farewells, employee engagement activities etc.
- **Exit Formalities** - Sending termination/warning mails, issue relieving letters, full & final settlement, meeting mails etc.

Education and Training

2014 - 2016	JK Business School, MDU, Gurgaon Post Graduate Diploma In Management (HR) with an aggregate of 89%
2006 - 2008	Indian Public School, CBSE, Bihar SSC (Science) with an aggregate of 69%
2008 - 2012	
2006	Kiddy Convent High school, CBSE, Bihar HSC (Science) with an aggregate of 83%

Activities and Honour

- Attended workshop of SAP
- Participated in AdMad show in College
- Participated and organised various school and college activities.
- Certificate in 7 km marathon at Gurgaon organized by Amity University.

Strengths

- Quick learner
- Adaptive to any situation
- Excellent communication skills
- Team spirit and positive attitude

Personal Information

Gender	: Female
Nationality	: Indian
Date of Birth	: 21 st May 1991
Marital Status	: Married
Languages Known	: English, Hindi and Bhojpuri

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date :

Place :

Kumari Swati