

# Jyoti Kashyap

## Senior HR Manager & Administrator - Om Drishian International Ltd

Delhi, Delhi

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- HR and Management professional with more than 7 years of experience.
- Independently Handling 14 companies independently in OM Drishian International Ltd and handled 28 Branch Recruitment in sugar & Spice.
- Ensured employee welfare, safety, wellness and health with active involvement in the development and implementation of policy documents and handbooks for employee reference
- Shared information with other processes and ensured consistent application of policies, procedures and practices across the company
- Co-ordinate with HOD of different department regarding Recruitment.
- Experience in ERP - PAYROLL ( Visual Pay, Software, Mantra Software) Employee Engagement, Recruitment, performance Management, Compensation & Benefits and Employee Welfare etc.
- Conducted orientation session on new HR policies and programs as and when rolled-out

### CORE COMPETENCIES

~ Administrative ~ Technical Hiring ~ Non Technical Hiring  
~ Performance Management ~ Manpower Planning ~ Employee Relations  
~ Compensation & Benefits ~ Induction & Exit Management ~ Database Management  
~ Payroll Management ~ General HR Administration ~ Training & Development  
~ SAP HR ECC 6.0 ~ Vendor Management ~ Project Management

## Work Experience

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### Senior HR Manager & Administrator

Om Drishian International Ltd

January 2019 to Present

1. Handling End to end recruitment
2. Leave Management
3. Attendance Management
4. Policy Making
5. Housekeeping
6. Administrator work
7. Payroll Handle

### Senior HR Generalist

Delhi, Delhi

December 2017 to January 2019

### HR Generalist

Sugar & Spice India Pvt Ltd

August 2016 to November 2017

## **HR Executive**

CPM Services

November 2011 to February 2016

Key Result Areas:

Roles and Responsibilities

Recruitment

- Short listing of CVs and scheduling interviews.
- Taking HR Round Interview.
- Coordinating for the interview.
- Maintaining a consistent pool of candidates (Resume database)

On Boarding

- Joining formalities of all new joiners as per Company standards with warm welcome.
- Induction and Orientation of new recruits.
- Maintaining a consistent pool of candidates (Resume database)
- Coordinating with IT for Laptop, SIM and Email ID Creation.
- Preparing and maintaining the personnel Folder, Employees Database and allotting the employees code.

Statutory Compliances

- Getting ESIC and PF forms and employment application form filled from new joiners. Getting ESIC and PF forms and employment application form filled from new joiners.
- Explaining employees about the benefits of PF and ESIC.
- Coordinate with PF Consultant regarding compliances

HR Operations

- Handling HR ERP Module and responsible for Monthly Salary generation through ERP and Handling payroll related query of all employees through ERP.
- Maintaining & updating employee database.
- Maintenance of Attendance registers and also creates Punching of New employees.
- Issuing Offer Letters, Appointment Letters, Confirmation Letter, Transfer Letters, Promotion Letters, Increment Letters.
- Looking after the process and procedure of Reference Check.
- Exit Formalities like Full and Final clearance.
- Prepare Master sheet in Excel using advanced excel formulas.
- Making Dashboard in Excel for HR Process
- Responsible for maintaining and updating the employee HR Master database in Excel.
- Attendance Summary for full Month.
- Late Attendance Report /Overtime Report /Leave Balance Report

Employee Engagement & Welfare Activities.

- Birthday Bashes, stress busting exercises etc.
- Engagement Programs like Festivals celebrations, Monthly activities etc.

Administrator Activities

- Issue Stationery and maintain Record of Stationery.
- Coordinate to vendor for payment
- Check bill on monthly basis.
- Responsible for House keeping.
- Maintain Vehicle Insurance and Life Insurance of Managing Director
- Coordinate with Vendors regarding Payments

## Education

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### **MBA**

Sikkim Manipal University

2011

## Skills / IT Skills

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ADOBE PHOTOSHOP (Less than 1 year), PHOTOSHOP (Less than 1 year)

## Additional Information

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### IT SKILLS

- MS - Office
- Adobe photoshop

Date: - / . / . (Jyoti Kashyap)

Place:-