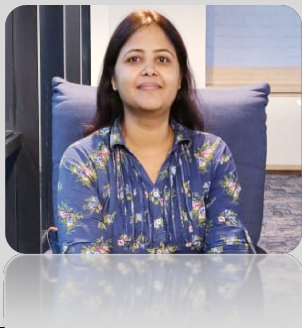


NISHA RAI

Assistant Manager : HR Operations and Generalist

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Charismatic result oriented professional with a successful career spanning over 10 years which includes a dynamic experience in human resource management, operations, administration and employee handling throughout any process cycle and willing to pursue a career in the administration, HR management operations in division of any company of repute.

CORE COMPETENCIES

- HR Operations
- Performance Appraisals and Benefits
- Attendance Management
- Leave Management
- Payroll Management
- Statutory Compliance's
- HRIS Management
- HR Shared Services
- Grievances
- HR Administration and Employee Relations
- Administration
- On-Boarding & Exit Formalities
- Full & Final Settlement
- Recruitment & Selection
- Induction & Orientation with on -boarding Process
- Employee Engagement
- Joining Formalities

PROFESSIONAL STATEMENT

- Expertise in managing the upkeep of office administrative facilities to provide harmonious work culture to employees.
- Proven track record of attracting & retaining highly skilled and motivated senior work staff by implementing innovative initiatives and cost saving programs.
- Skilled in overall management of the taskforces entailing orientation, training, performance review and appraisal.
- Possess strong analytical, problem solving & organizational abilities with a flexible & detail oriented attitude.

ORGANISATION EXPERIENCES

Company:	BlackBerrys
Designation:	Assistant Manager –HR
Duration:	September 2010 – Present

Key Responsibilities:

1. Pay Roll & Compensation:

- Designs basic compensation structures in the organization aligned with the corporate culture and the corporate values.
- Monitor the organization's salary structure and benefits provisions to ensure a balance between control of costs and attracting the retaining staff.
- Coordinate compensation processes like the salary planning , increments and bonus planning.
- Proven track record in cost effective management of all day to day activities in coordination with internal/external departments for smooth payroll management by taking care of
 - Salary/Calculations Reimbursement.
 - Attendance & Leaves of Employees.
 - Leave Encashment of the employees.
 - Loan/ Advances/Arrear & Incentives.
 - Bonus, Gratuity & LWF.
 - Professional tax of employees.
 - Knowledge about income tax calculation.
 - Gratuity Actuarial.

2. Performance Management System:

- Responsible for end to end performance management process involving co-ordination with employees and other stake holders to ensure implementation of a fair and just performance management system.
- Designs effective reward and recognition systems to create a culture of appreciation in the organization.
- Managing financial operations to design and implement systems and different policies and producers to maintain and accomplish performance appraisal by taking care of-
 - Half yearly/Annual KPI and Checking the KPI sheet of employees.
 - Handling the PMS calculation of employees.
 - Preparing the revised salary breakup of employees, Annual Appraisal letter, PMS analysis Report last year V/S current year.
 - Salary Benchmarking Analysis

3. Policies and Procedures

- Prepare Policy document (Leave/Attendance/salary/Loan/LTA etc.)
- Managing financial operations to design and implement systems and different policies and producers for the accomplishment of organizational goals.
- Recommend changes in employment policies , processes and practices.

4. HRIS Implementation

- Developed systems, policies & procedures and turn them into life and action within the organization for the smooth implementation of HRIS tools and coordinated with the whole staff to make sure the simplification of the process.
- Managed the day-to-day operations of the team (On boarding, Off-boarding, Payroll, Retrials, Comp & Ben, End to End HR tools (HRIS) among others) to ensure processes are delivered timely, accurately, effectively, aligned with standards, and with appropriate controls.

5. HR MIS Reports

- Bestowed upon Administration, Handling Employee Grievances, Performance Appraisals, Learning & Development, Facilitation Programs, Employee Engagement Activities, and Full & Final Settlement of employees by managing data through various reports like
 - Prepare HR Annual Budget Report, Attrition Analysis Report, Absent Report.
 - Preparing employees dash board report.
 - Maintain Employee Data Bank by maintaining daily & monthly reports i.e. Man hours, man power details.
 - Take care of half yearly & annually HR MIS report.

6. Separation

- Coordinate with the various Departments for settling the clearance.
- Prepare Full and final settlement.

- Prepare the relieving letter, experience letter, Transfer letter and termination letter of the employees

7. Statutory Compliances and Audits

- Managing a broad range of HR functions including Employee Life Cycle Management, Data Management, Payroll Management, Benefit etc, also Established various key processes and procedures from internal control perspective for effective management and financial control of assets and liabilities of the company.
 - Generating online monthly chalan.
 - Preparing and checking statutory payment like PF.
 - Handling PF withdrawal /PF Transfer.
 - Handling the statutory Compliances and Audit.

8. Employee Management

- Developing & implementing strategies for recruitment and selection of new vacancies.
- Changing culture through training and development is one of the key strength.
- Talent Acquisition Development
- Preparing Job description of employees.
- On boarding, Induction Referral ,buddy Program & Internship
- Preparation of Outline of Employee Engagement Calendar.
- Organizing various activities as per Approved calendar
- Handle all sort of grievances related to day to day issue, pertaining to their leaves, salary, incentive, loan, Arrear & full & final settlement.
- Create robust job descriptions.
- Undertake job evaluation to ensure that the differences in pay between those doing different jobs within the organization are fair and are perceived to be so

Achievements:

- Received an annual reward of worth Rs 50000

ACADEMIC DETAIL

- **PGDM HR, & Marketing ~ 2010** AICTE (Business School of Delhi)
- **Bachelor of science (Bio) ~2007** V.B.S. Purvanchal University ,Jaunpur
- Received DOEACC Society 'O' Level Scholarship
- Completed CCC Certification ~2020

Technical Skills

- **Operating system known:** MS windows' /95/97/98/XP & VISTA
- **MS office tools :** MS excel, MS power point, MS word & Outlook

PERSONAL DETAILS

- **Date of Birth :** 2nd June, 1987
- **Languages Known:** Hindi, English

- **Address :**Plot No 314, Sahid Bhagat Singh Appartment,Sector-14 Dwarka, Delhi
- **Hobbies Reading:** Net Surfing ,Listening Music ,Singing Songs and Dancing