



SEELIKA SIVADAS

SENIOR HR GENERALIST

PROFESSIONAL PROFILE

A highly competent Senior HR Generalist, with on the job experience in Employee welfare & benefit management, Team building, HR reporting & Analytics

CONTACT

7510586106

seelikasivadask@gmail.com

Westhill Chungam Kozhikode

EXPERTISE SKILLS

- New Joining Induction
- Employee trainings on soft skill topics.
- Welfare programme co-ordination
- HRMS
- Microsoft Office Suite

EDUCATION

MBA- MES College of Engineering (2019-2021)

BBA - St.Xaviers College of Arts & Science (2015-2018)

Higher Secondary - JDT Islam Higher Secondary school

S.S.L.C - Providence G.H.S.S

EXPERIENCE

Cosmos Sports World LLP

Senior HR Generalist (Jan 2022 - Present)

- Identifying the vacancies and sourcing the candidates through Indeed, Naukri Resdex, Cold calls etc.
- Interviewing and shortlisting the candidates.
- Preparation of Offer letters, Salary structure and appointment letters.
- Conducting onboarding procedures and New Joining Induction.
- Checking Employees documents and uploading the same to softwares like HRMS and Office Kit.
- Enrolling employees in P.F, ESI, and Labor welfare.
- Ensuring the availability of uniforms ID Cards and enrolling the new employee in punching machine.
- Preparation of timely HR reports.
- Filing of ESI and EPF monthly contributions. • Employee P.F claim support.
- Labor annual returns.
- Monitoring attendance and punctuality.
- Payroll processing.
- Filing the salary through WPS.

DETAILED JOB RESPONSIBILITIES HANDLED

1. Team Building:

- Develop and implement strategies to promote teamwork, happiness, and a positive work environment.
- Facilitate team-building activities and initiatives to strengthen employee relationships and morale.
- Responsible to oversee the recruitment process for managerial positions and ensure on time fulfillment of the new requirements/replacement.
- Responsible for preparing KPI's for employees in collaboration with department heads and ensure its mapped and reviewed under PMS.

2. Performance Management system

- Implement performance management systems and processes to set clear expectations and goals for employees.
- Conducting Training Need Analysis to identify the areas in which knowledge transfer must happen.
- Provide guidance and support to managers on conducting performance evaluations, providing feedback, and addressing performance issues.
- Identify high-potential employees and develop succession plans to ensure continuity and leadership development.
- Create the annual appraisal calendar, manage the communication with employees and ensure that each activity in the appraisal process is executed within the specified timeframe and as per defined guidelines.
- Coordinate and conduct training sessions on topics such as leadership development, technical skills, and compliance training.
- Monitor and evaluate the effectiveness of training programs and make recommendations for improvement
- Responsible for coordinating leadership training for the senior level employees according to the Training Need Analysis.

3. Welfare, Compensation and Legal Management:

- Design and administer competitive compensation and benefits packages to attract and retain top talent.
- Manage employee benefits programs, including health insurance, retirement plans, and other perks
- Responsible for ensuring the Payroll Process are completed on time without errors and disbursed salaries on time.
- Monitor and analyze compensation trends and make recommendations to ensure fair and equitable compensation practices
- Develop and update policies related to employee well-being, safety, and welfare.
- Ensure policies align with legal requirements and industry best practices.
- Responsible to conduct regular audits to ensure payroll accuracy and compliance.
- Responsible for ensuring the entire statutory compliance are up to date.

4. HR Reporting

- Compile and analyze HR data to generate insightful reports and metrics for management decision-making.
- Prepare regular HR reports on key performance indicators, such as recruitment metrics, employee turnover, and training effectiveness.
- Present findings and recommendations to senior management and department heads.
- Oversee the payroll software and systems, making recommendations for improvements and ensuring efficient functionality.
- Collaborate with the IT department to implement system upgrades and resolve any technical issues
- Responsible to submit
- Daily/weekly/monthly work status report/work status report to the management

EXPERIENCE

Mercedes Benz Bridgeway Motors LLP

Customer Relation Executive(June 2018-March 2019

- Capturing Customers Complaints and feedback.
- Timely reporting the above to the authorities.
- Providing basic product details to the prospects
- Lead generating.
- Fixining appointments for senior territory managers with prospects.
- Daily and monthly CRM report Preparations.
- Updating Zoho, Vitiger CRM applications.
- Follow up on customer satisfaction
- Analysis of lost data.

Declaration:

I hereby declare that above furnished information are true & best to my knowledge and belief.

Date:

Place:

Signature: