



MONICA PRABHAKAR

Pune, Maharashtra

monicaprabhakar602@gmail.com

+91 7903152279

Driven and decisive HR Generalist with 3.6-year career overseeing human resources operations, including employee relations, organizational structuring and policy development. Well-versed in benefits administration and legal compliance. Forward-thinking with superior problem-solving, conflict management and organizational skills.

#readytowork

WORK EXPERIENCE

Coordinator

Symbiosis International University - Pune, Maharashtra

January 2020 to Present

HR Generalist

Shree Rama Newsprint Limited - Gujarat, IN

July 2016 to December 2019

Role:

- Setting objectives for the HR team and tracking progress.
- Induction and on-boarding.
- Documentation.
- Monitoring internal HR systems and databases.
- Budget management.
- Monitor key HR metrics.
- Act as a consultant to managers and staff regarding policies and procedures.
- Recommend new software to address personnel needs, like performance review tools.
- Address employee's queries (e.g. on compensation and labour regulations).
- Good knowledge of labour law, Payroll processing and statutory.
- Hands-on experience with Human Resources Information Systems.
- Experience designing compensation and benefits packages.
- Ability to develop clear and fair company policies.
- Excellent analytical and decision-making abilities
- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Source and recruit candidates by using databases, social media etc

- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule

Internship

EDUCATION

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Sini High School - Jamshedpur, Jharkhand
2007

SKILLS / IT SKILLS

- **EMPLOYEE ENGAGEMENT**
- **PAYROLL**
- **HRIS**
- **PAYROLL PROCESSING**
- **FILE MANAGEMENT**

ADDITIONAL INFORMATION

Skills

- Manpower Mapping.
- On boarding & Joining formalities & Induction of new joiners.
- Personnel file Management.
- HRIS Management.
- Monthly attendance and leave records management.
- Management of Contract employees.
- Driving the entire Employee Engagement Activities.
- Payroll processing.
- Statutory compliance.
- Learning & Development.
- Grievance handling.
- Exit Formalities including processing of Full & Final settlements.