MITA PARKER

**09898633858/09687624277**

E Mail : rinks842006@gmail.com

**HUMAN RESOURCE MANAGEMENT PROFFESIONAL**

**Seeking managerial position in reputed organization**

**PROFFESIONAL SUMMARY**

* Over 7 years of experience in driving the entire gamut of HR function with reputed organization.
* Currently associated with lifestyle international Pvt. Ltd, GUJARAT as HR Generalist.
* Experience in Recruitment, Resourcing & Development; Performance Management; Training; Compensation & Benefits; Welfare and General Administration.
* Experience in implementing HR Systems and Policies, conducting Training Programs towards enhancing employee productivity and building committed teams.
* Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.
* Well Conversant with various Statutory Acts as well as interfacing with Regulatory Authorities.
* An enterprising leader with the ability to motivate personnel towards achieving organizational objectives and adhering to industry best practices.
* Establishment of new store development with all legal compliances.

**Key Strengths**

* Recruitment Effective Team Building
* Good Negotiator & Influencer Internet Research & Candidate identification
* Self motivated Planning & Time Management
* Empathy in dealing with employees Counseling & Teaching
* Decision making skills Good Leadership quality

**EMPLOYNMENT DETAILS**

**Landmark Group (Max Lifestyle International Pvt Ltd) CLUSTERHR-GUJARAT REGION+PUNE+10 Stores-400 Employees+5 PEOPLE HR TEAM September‘14 – February’16.**

**Future Group/Aditya birla Group (Pantaloon Retail Indi ltd), Baroda (2 Stores SR.EXECUTIVE HR Oct‘10 – Sep’14**

**HDFC BANK LTD, Baroda HR CO-ORDINATOR April ‘08 – April ‘09**

**SAI INDUSTRIAL SERVICIES LTD. EXECUTIVE HR June ’07 – April ’08**

**FUNCTIONAL EXPERIENCE**

**Responsibilities:**

**Recruitment:**

* Identify the company’s requirement for the candidates and based on that giving advertisement in News paper.
* Co ordination with consultancy.
* Getting the candidate from Job portals like Naukri, Monster or Times job.com..
* Campus recruitment in the Institution.
* Head hunting and job postings.
* Maintaining a Referral policy

**Job Offer Letter**:

* Taking HR Interview of the Candidate for all level.
* Reference check of the candidate.
* Receive Necessary input from Recruitment for deciding the offer compensation Package.

**Induction and Joining**

* Issue of offer letter and appointment letters
* Induction and joining process. Completion of joining formalities for all employees.
* Ensure clarity of job roles of individuals and issue necessary documents to the employee and the manager.
* Establish Personnel record and individual files.
* Introduction with Managers, Group Heads and other employees.
* Provide Induction and organizational orientation and intra process knowledge.
* Welcome Mail for New joiners.

**Staff Welfare Activities**

* Handling insurance and mediclaim policies for the employees.
* Handling employee Rewards and Recognition Programmes
* Handling employees grievances
* Handling Advance process of the employees.
* Handling Employee of the Month Award.
* Handling Monthly Incentives process of the employees.

**Training:**

* Identify Training needs in coordination with Management. Employees and group heads.
* Preparing training programmes calendar, designing programme content and co-ordination with trainers for organizing in house and outhouse training programmes.
* Performing role of trainer.

**Performance Management:**

* Maintain, review and facilitate the process for performance management for all employees to ensure completion in a specified time period.
* Circulate the forms and provide guidance and clarification.
* Receive and submit analysis on the performance of individuals and provide for normalized rating.
* Issue of appraisal letter for employees.

**Compensation and benefits:**

* Prepare Attendance inputs for payroll
* Handling Payroll
* Addressing salary related queries
* Bonus Activities

**Statutory Compliance//Legal:**

* Employees' Provident Fund
* Employees' State Insurance
* Payment of Bonus Act
* Contract Labour Act
* Payment of Gratuity Act
* Maternity Benefit Act
* Minimum Wage Act
* Payment of Gratuity Act.
* Shop & Establishment Act.

**Employee Communication:**

* Grievance handling process for employees.
* Suggestion scheme to be initiated.
* Open House to be organized at least once in a month
* Employee of the Month scheme initiated.

**Employee Engagement:**

* Handling employee engagement & driving it for employee Motivation.
* Open house Every Month
* Employee happiness drive
* Festive celebration & management games
* Birthday and Wedding day celebration of employee’s

**Exit Formalities**

* NDC (No due Certificate) Process
* Full & Final Settlements
* Experience letter & Relieving letter process
* Exit Interview process
* PF Claim form process

# Administration Activities

* Visiting Cards and ID cards Process for employees across branches,
* Opening a Bank account co ordination between employees and bankers
* Arranging a Mobile connection, data card & laptop for employees under CUG.

**Achievements & awards**

* Faculty first in PG IRPM.
* Awarded as “Process Knowledge Champ”
* Awarded “Best in Employee engagement” (2 Times)
* Awarded “Best in All HR Function in Q4”
* Awarded “Successfully completed additional responsibility of HR for Pune within timeline”
* Successfully opened 5 new stores in Gujarat.

**SCHOLASTICS**

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| **DEGREE** | **PASSING YEAR** | **UNIVERSITY** |
| **P.G.HRD**(Post Graduate diploma In Human resource Development) | **2010-2011** | **M.S.University**  **Faculty of Psychology** |
| **P.G.IRPM** (Post Graduate Diploma in Industrial Relation & personnel Management) (**FACULTY FIRST)** | **2009-2010** | **M.S.University**  **Faculty of Social work** |
| **P.G.DLP** (Post Graduate Diploma In Labour Laws & Practices) | **2007-2008** | **M.S.University**  **Faculty of Law** |
| **P.G.DHRM** (Post Graduate diploma in Human Resource Management) | **2006-2007** | **M.S.University**  **Faculty of Social work** |
| **B.Sc** (Zoology) | **2005-2006** | **M.S.University**  **Faculty of Science** |

**EXTRA ACADAMIC : MLT (Medical laboratory technician)**

**TECHNICAL QUALIFICATION**

# M.S Office (word, Excel, PowerPoint & Outlook), Lotus notes, Internet Recruiting Techniques Partial SAP

**PERSONAL DOSSIER**

* Date of Birth : 15th,Dec,1984
* Address : A/9,Aradhana Soci,New Sama Road,

Near Military Boys Hostel, baroda-390024

* Marital Status : Single
* Languages Known : English, Hindi, and Gujarati.
* Nationality : Indian
* Current CTC:4.8+Perks LPA
* Expected CTC:6.0 LPA

Reference: Will be provided by request.

**Signature**