

MAHI SRIVASTAVA

Educational Qualification:

- MBA(HR), Amity Business School, AUUP, 2009, (CGPA-7.0)
- BBA(HR), Amity School of Business, Amity University, 2007, (CGPA- 7.62)
- ISC, Seth M.R. Jaipuria School, 2004, 86.25%
- ICSE, Seth M.R. Jaipuria School, 2002, 67.2%

Professional Experience (3.8 years of service in HR)

1.Worked in:

Tesco, Bangalore as UK Payroll Officer (Relocated to Noida)

Duration: Dec- 2012- Aug- 2014

Role and Responsibility

➤ Payroll Processing

- Accurate and timely processing of UK Expat Payroll on weekly and periodic basis (Comprising of Group Manager, Director, Business Head, CEO work levels)
- Liaising with staff and management on payroll related queries.
- End to end payroll processing of more than 250 expats in 15 countries
- Start, stop and change in allowances, basic salary, deductions, transfer in, transfer out, cross country transfer, leaver, starter, etc
- Code holidays, sick leave and bank holiday for expats on payroll

➤ Records & Reports

- Updating and maintaining 150+ payroll spreadsheets
- Send weekly, periodic, monthly and annual reports to Global mobility team and Head Office
- Handle and update weekly tasks, pay week tasks, periodic tasks and annual tasks
- Responsible for audits of the completed work of the team members on a weekly basis and provide feedback on timely basis thereby improving their accuracy
- Provide monthly presentations regarding process performance, updates, challenges etc. for Business Head

➤ Tax & NI Contribution

- Responsible for calculating and processing National Insurance Contributions and Tax deductions
- Responsible for making changes in Tax and NI Contributions as per HMRC (UK Govt)
- Coordinate with taxation team, head office, Country HR for placing and removing expats from tax code and National Insurance category
- Reply to USO (Unapproved shares option) queries within timeline as per expat's tax code and NI Contributions, meeting 99.90% accuracy SLA

2.Worked in:

Jaypee Group, Noida as HR Officer (Also part of Jaypee Ashwamedha project & Coordination and F1 Grand Prix formula 1 race planning team)

Duration: Feb- 2011- Nov-2011

Role and Responsibility

➤ Recruitment /Joining and Induction

- Maintaining and conducting interviews through references, advertisements and job portals and consultants
- Recruitment planning, Recruiting and ensuring seamless conduct of the Interview process.
- Designed the Induction/Orientation Program schedules in co-ordination with the Functional Heads

- **Employee Engagement**
 - Initiated various programs within the organization for engagement activities which include Fun @ Work, Birthday bash, team outings, etc
 - Played an Instrumental role in designing a yearly calendar to be followed in order to provide a fun & stress free environment for employees at work.
 - Initiating and implementing rewards & recognition programs for motivating employees.
- **Training & Development**
 - Design and implemented behavioral training programs for all departments for better understanding of day to day operational activities.
 - Maintaining all the behavioral training schedules, communications, feedback, attendance, records, initiatives for all the departments
- **Maintaining Database/ Grievance Handling**
 - Maintenance of Employee joining database, Exit database, Interview database, attendance database, employee engagement budget database
 - Preparation of month end HR review presentations along with various internal communications.
- **Active member of coordination and planning team of Indian Grand Prix Formula 1 Race**

3.Worked in:

Tech Mahindra Limited, Noida as Senior HR-Executive (Generalist Profile)

Duration: Oct-2009- Feb-2011

Role and Responsibility

- **Joining and Induction**
 - Completion of joining formalities of new hires and creating their employee id and completing other obligations
 - Responsible for taking induction programs for new joiners and making them well verse with the Organization policy and procedure
- **Employee transactions/ Grievance Handling**
 - Involved in organizing employee engagement activities like fun@work, reward and recognition, coffee meets, birthday bash etc. to keep up the motivational and satisfaction level of employees
 - Looking after the grievance handling operations
- **Payroll**
 - Provide salary inputs (R&R, Revisions, Promotions, Role change, shift allowances, transport allowance & other allowances) to Payroll / Finance Dept on monthly basis and ensuring no defects or mistakes
- **HR Administration**
 - Handling HR activities such as completion of joining and exit formalities
 - Issuing appointment and confirmation letters & handling the other administration work.
 - Looking after the leave and attendance management operations
 - Adhoc Letters - Providing experience letters / Relieving letter / Address Proof / Transfer letter, etc.
 - Internal Job Posting-Handled complete end to end process of various IJP
- **Exit Management**
 - Getting exit formalities completed
 - Online separation of employee and maintaining the attrition trackers
 - Preparation of Full and final settlement for payment and recovery

Personal Details:

<u>Date of Birth:</u>	8 th January, 1987
<u>Reason for job change</u>	Relocated to Noida
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