

ISHA KAUSHIK

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PROFILE

Energetic, Visionary Strategist qualified with 1 year record of extensive HR Generalist background and a broad experience in Manpower Planning, Talent Acquisition, HR Operations, Employee Engagement, Performance Management System, HRIS / HRMIS, Employee Induction. Proven success in partnering with business leaders to optimize organizational effectiveness in diverse environments.

Proficient in designing, implementing and managing effective policies, programs and processes. Well-developed decision-making skills combined with an open and accessible management style, emphasizing individual empowerment and team development. Demonstrable knowledge of employment legislation and practices in India bringing a strategic perspective to HR issues. An articulate communicator with exceptional level of integrity, work ethic and drive to achieve.

HR SKILLS AND EXPERTISE

- Keeping up with high volumes of work.
- Identifying ways HR process improvement.
- Auditing personnel records to ensure completeness and accuracy of information.
- Writing up the terms and conditions of employment.
- Promoting a health & safety culture within a company.
- Ensuring that all confidential information is kept safe and secure.
- Preparing disciplinary and grievance material.
- Advising members of staff on their leave entitlements.

PROFESSIONAL EXPERIENCE

JATALIA GLOBAL VENTURES LTD.



MAY 2016 – PRESENT

A prominent trade facilitator with global footprint and pan India presence in international trade and expertise in minerals, Chemicals & Petrochemicals, Polymers, Ferro Alloys, Billets, Metal Scrap, Agro Products and Natural Rubber.

HR Executive – Delhi, India

ACHIEVEMENTS-

- Successful implementation of entire HR policies with a constant check.
- Involvement in strategic decision making by management.
- Got Biometric attendance machine installed for recording of attendance.
- Successfully controlled late coming of employees and implemented uniform policy for all.

RESPONSIBILITIES IN VARIOUS FUNCTIONS INCLUDE

TALENT SOURCING

- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Planning human resource requirements in consultation with heads of different functional and operational areas and conducting selection interviews.
- Preparation of organization charts, job descriptions for all key positions.
- Screening, Filtering, Short-listing of Resume from various sources.
- Follow up with selected candidates to confirm their date of joining and keep the respective departments informed of the same.
- Supervising staffing, recruitment, induction program, salary negotiations, discipline, policy and procedures.
- Background and Verification of New Joiners.
- Ensure completion of New Joining formalities.

INDUCTION AND ORIENTATION

- Plan and execute induction for new employees.
- Complete joining formalities for the new members complete all documentation requirements.
- Ensure email-id, access cards, seating place and computer are organized for the member.
- Organize a meet with the head of the departments to orient the new member about the various departments, people and roles.

ATTENDANCE AND SALARY MANAGEMENT

- Attendance control with late coming / early going.
- Got Biometric attendance machine installed for employees successfully.
- Leaves and Absenteeism Management.
- EL encashment
- Salary, Advance and other allowances management.
- Ensuring timely and accurate payment of salaries.

PERFORMANCE APPRAISAL SYSTEM

- To evaluate and to maintain the record of final scoring of performance appraisal provided by the HOD's and subsequently by MD.

EMPLOYMENT ENGAGEMENT

- Arrangement for in-house events and celebrations.
- Internal Communication – Organizing Internal Communication programs such as open house discussions, Town Hall Meetings, High Tea sessions to address employees concerns and grievances which acts as a channel for employee feedback, followed by collection and analysis of observations to advise and recommend action plans.
- Organizing the engagement initiative like Birthday, Holi, Diwali, Christmas Celebrations, etc.
- Collecting suggestions and ideas of employees and sharing with management.

HRMIS

- Handle end to end HR operations and oversee HR Administration.
- Maintain and update daily task tracker.
- Ensure all HR records and the database are kept up to date, Maintaining Employee personal file and records.
- Preparing various MIS reports for the department like – recruitment, interview trackers (Candidates Short-listed, Interviewed, Selected, Joined and Rejected), new hirings, exit employees, etc.
- Developing the Monthly Information System and providing all the information to the management.

HR OPERATIONS

- Ensuring all joining formalities till the candidates is on board.
- Generate Employee Offer Letter / Appointment Letter / Confirmation Letter / Appraisal Letter.
- Updated Organization Chart and maintain complete / accurate personnel records.
- Evaluate company culture and provide recommendations on changes to accomplish company goals and objectives.
- Manage exit formalities with regards to exit interviews, analysis and finalization of F&F settlement.

HR SYSTEM DEVELOPMENT

- Preparing the job description across all the levels, setting up of their KRAs.
- Preparing and updating the organization chart.

COMPLIANCE

- Statutory compliance like E.S.I.C., and PF.
- Handling corporate bank account opening, documentation and implementation of the same.

GENERAL ADMINISTRATION & IR

- Planning and scheduling for day to day administrative activities.
- Planning and budgeting the administration expenses and working towards minimizing the operational expenses / costs.

EDUCATION, CERTIFICATIONS AND TRAINING

- Trained as a HR, JATALIA GLOBAL VENTURES LTD.
2016-2017
- M.B.A in Human Resource Management, Annamalai University (Persuing)
- PG Diploma in Personnel Management and Industrial Relation, Annamalai University
2016-2017
- Graduate in Arts, University of Delhi
2013-2016
- Higher Secondary, NIOS 2013
- Secondary School, CBSE BOARD 2015

PERSONAL DOSSIER

Father's Name	:	RAKESH SHARMA
Date of Birth	:	September 04, 1996
Languages known	:	Hindi and English

DATE:

PLACE:

(ISHA KAUSHIK)