

RITIKA JAIN

Contact No - 8860808910

E-mail id: - jainritika1010@gmail.com

Objective: - To work in a globally competitive environment on challenging assignments that shall yield the twin benefits of the job satisfaction and a steady-paced professional growth.

Professional Snapshot: -

- ❖ An astute Professional with over 4+ years of Experience in the areas of Human Resource Management.
- ❖ A creative communicator and presenter, able to establish rapport with individuals and group at all organizational levels.
- ❖ Having good sense and rapidly evolving experience in implementing HR initiative
- ❖ Proficient in implementing tools for Organization Development which includes Manpower Planning & Recruitment, Induction, Training & Development Employee Relations, Performance Appraisal, HR Processes.
- ❖ An effective communicator with exceptional interpersonal skills and able to prioritize effectively to accomplish multiple tasks and projects under pressure.

Employment History: -

1. Smiling Star Advisory Pvt Ltd. (Buddy4Study) November 2016 – July 2018

Major Responsibilities:

Talent Acquisition & Talent Management

- ❖ Developing the HR plans and policies in conjunction with the company's overall development plan.
- ❖ Overall responsibility of man power planning and recruitments.
- ❖ Developing the induction programmes for the new recruits.
- ❖ Working out the compensation plan and policies.
- ❖ Developing and implementing the performance appraisal system for the company and co-ordinating it with other line managers.
- ❖ Co-ordinating with finance department for processing of payments to employees.
- ❖ Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- ❖ Establishing a proper organizational structure.
- ❖ Developing and implementing disciplinary policies.
- ❖ Developing and implementing employee welfare policies.
- ❖ Developing the exit process for the employees.
- ❖ Dealing with the final settlement of employees when they leave.
- ❖ Maintaining good internal communication within the company.
- ❖ Developing various reports for management, which make it easy to make decisions regarding the current resources.

Payroll Process and Performance Appraisal: -

- ❖ Generate the attendance data from the biometric machine.
- ❖ Update the pay structure in attendance and payroll software.
- ❖ Attendance calculations.
- ❖ Replying to queries relating to salaries
- ❖ Correcting arrears in salaries, if any.
- ❖ Preparing various MIS reports monthly.
- ❖ Co-ordination with HODs for annual increment and same update in the software and prepare increment letters.
- ❖ Proper documentation of all Employees / Personnel related documents for the group

Employment Engagement Activities:

- ❖ Managing the staff and provides feedback to the management to enhance a better and cordial working environment.
- ❖ Grievance handling.
- ❖ Welfare activities like Birthday Celebration, Day's celebration, Festival celebration.
- ❖ Reward and recognition activities conducted every month for best performance.
- ❖ Employee counselling.

Exit formalities:

- ❖ Taking Exit interviews and tries to retain them by solving their issues if any.
- ❖ Timely process of all F&F (End to End basis) related formalities.

2.Niza Global Solutions (March 2015 – October 2016)**Designation: - Senior Associate - HR****Job Profile & Responsibilities: -**

Recruitment & Selection: - Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the HR Managers and Officers. Also involved in the day to day-to-day running of the HR office.

- ❖ Active team player in handling the employee engagement activities.
- ❖ Monthly birthday bash for the staff.
- ❖ Organize quarterly function to reward the topmost performing staff.
- ❖ Handling employee grievances thereby creating an amicable & transparent environment.
- ❖ Understanding of key techniques – TNA, evaluation, transfer of learning (putting learning in to practice in the workplace)
- ❖ Is Proactive, having driven and commitment.
- ❖ Good decision maker, able to recognize the impact of decisions, having good judgment.

3. Sewells Group India Private Limited (March2013-April 2014)

Designation: - HR - Executive

Job Profile & Responsibilities: -

- ❖ Assist the HR manager in planning of Organizational recruitment.
- ❖ Take the interview of the recruiters.
- ❖ Make the joining documents of recruiters.
- ❖ Convey the Policies and rules to the employees.
- ❖ Maintain the records of employees.
- ❖ Track the daily attendance of the employees.
- ❖ Present the employees performance report in front of HR manager.

Educational Qualification:

- ❖ Master's in Business Administration (HR) in 2010-12 from Gautam Buddha Technical University.
- ❖ Bachelor of Arts with honours in Geography 2006-09 from Delhi University.

Personal Details:

Address : C-804 Sector-120, Noida - 201301.
Languages Known : Hindi, Punjabi and English

Declaration:

I hereby declare that the above given details are true and correct to the best of my knowledge.