

Nimisha Singhal

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SENIOR HR EXECUTIVE

To excel as a Human Resource professional in an esteemed organization and apply my theoretical and practical knowledge for the growth of the organization.

PROFILE

A dynamic, organized human resource professional with hands on experience of 3.0 years in Onboarding process, Induction, Organisational Management (Work in SAP), Employee Engagement, Vendor Payroll Management, Letter generation, Documentation and filing in a corporate organisation.

PROFESSIONAL EXPERIENCE

NIIT Technologies Ltd. , Noida. (November 2018 - till Present)

Sr. Executive HR (HR Shared Services)

Onboarding process

Collect documents of new joiners as per the requirement.

Ensure all statutory documents are filled by the new joiners.

Take induction and explain company policies and process to the new joiners.

Create Ecodes considering TAT in SAP.

Complete the Medclaim entries of all the new joiners.

Initiate the background verification of all new joiners and keep track of the BGC status.

Keep check on validation on daily basis.

Process ID cards of new joiners.

HCL, Noida

(June 2015 - October 2018)

Sr. Executive HR (HR Shared Services)

Organisational Management-

Position ID Creation: Create Position IDs (India and overseas) in SAP, issue same to Recruitment team as per request received after ensuring required approvals. Update Reporting managers, Reviewer, Normalising Authority in SAP for each hiring.

Employee Transfer: Track all inputs received from BU-HR partners & issue Transfer Letters ensuring all benefits to be given as per policy. Punch every transfer action in SAP and align new Managers in SAP software. Check minimum wages in case of location transfer and issue revised salary annexure for changes in CTC.

Letter Generation: Issue Letters for Deputation (Domestic and Overseas), Performance enhancement Plan (PEP), Project allowance, Bonafides and long performance award.

Superannuation Track: Generate report from SAP and check Retirement date of employees, confirm the same as per age bar mention in appointment letter. Send communication to respective BUHR partners and release letter after confirmation.

Reconciliation/Audit of HRIS Data: Audit Master data report every month and report missing data/errors and Duplication to concerned team while ensuring correction of the same.

Employee Engagement Activities: Conduct various Employee Engagement Activities in relevance with different occasions for Team Building and Motivation of Employees.

Filing and Audit: Hand over the copy of each letter issued by HRSS Team to the concerned person for filing. Audit the same randomly to ensure complete/accurate filing.

Vendor Payroll Management: Collect all the required documents from vendors, forward the same to procurement team, get new vendor codes and agreements created. Ensure getting the invoice from vendor and release payment within the specified time, raise PRs, sanction notes. Get PO created.

Onboarding and Induction: Carry out Onboarding process for new joiners and conduct business and HR policy related induction on joining days.

EDUCATION

DTU (Delhi technical University, Delhi school of Management)

Pursuing Executive MBA in HR from DTU.

Shiv Nadar University, Greater Noida

Bachelors of Technology (2011-2015)

- Completed with an aggregate of 76.40%

Greenfields Public School, Delhi

- Senior Secondary (12th), C.B.S.E. -2011
- Completed with an aggregate of 82.80%

Greenfields Public School, Delhi

- Matriculation (10th), C.B.S.E. -2009
- Completed with an aggregate of 86.66%.

TECHNICAL SKILLS

- Operating System : Window XP, Windows 7
- Office Suite : MS WORD, MS EXCEL, MS PowerPoint

SOFT SKILLS AND DOMINANT PERSONALITY TRAITS

- Self-motivated, confident, Sincere
- Good presentation skills.
- Work effectively with diverse groups of people.
- Committed to deadlines and schedules

PERSONAL PROFILE

Name : Nimisha Singhal
Date of Birth : 18th March 1994
Sex : Female
Marital Status : Single
Permanent Address : 9/321, Rajender Nagar, Sahibabad, Ghaziabad-201005

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge. I will make it my earnest endeavor to discharge completely and carefully the duties you may be pleased to entrust with me.

Date:

(Nimisha Singhal)