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**RIYA ROY**

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**PROFILE SUMMARY**

* **Offering over 4 years of experience in HR Generalist Functins, ESIC & PF Challan & Returns .**
* **Completed MBA from Bharatiya Vidya Bhawan’s Usha and Lakshmi Mittal Institute, KG Marg Delhi.**
* **Adept at managing people, maintaining healthy employee relations, handling employee grievances thus creating a progressive environment.**
* **Ability to gather data, compile information, and prepare reports. Records maintenance skills.Organizing and coordinating skills.**
* **Educating employee's on Salary structure & components & deductions (PF & ESIC)**
* **Manpower turnover/Attrition rate**
* **Maintaining HR documentations.**
* **Updating all new staff details in HRMS**
* **Issuing offer and appointment letters to new joiners.**
* **Knowledge on SAP.**

***Professional Experience***

***Currently working as a consultant for OKS Group***

***VFS Global Services ( 2nd July 2018- 16th Nov 2018)***

***OKS GROUP INTERNATIONAL PVT.LTD ( 15th Jan 2015 – 28thJune 2018 )***

***Future Retail Ltd ( Intern) (2 May 2014- 30th Jun 14)***

***AREAS OF EXPERTISE***

***Recruitment :***

* *Hiring for Junior and mid-senior level key positions through job portals, professional networks, head hunting, and other sources.*

***Onboarding and Employee Induction:***

* *Joining formalities and ensuring smooth orientation of new recruits in the organization.. Introduced Employee hand Book for new Joinee’s and induction feedback system.*
* *Conduct Induction for new joining’s (including issuance of offer letter and appointment letter with their respective salary structure).*
* *Briefing about the company's HR policy’s.*
* *Scheduling, coordinating and conducting induction sessions, feedback analysis.*
* *Co-coordinating with the concerned department for issuing Access card and ID card for new joiners.*
* *Documentation of New employees.*

***Database Management***

* *Attrition analysis monthly & yearly.*
* *Preparing FTE Reports.*
* *Maintaining MIS Reports of all employees.*
* *Managing the data on Monthly Returns, Leave / Attendance records Absenteeism, Joiners.*
* *Generation of MIS for Top Management.*
* *Maintaining and update personnel records, files.*
* *Preparation of monthly reports*

***Employee Relations:***

* *Addressing all complaints and queries raised by internal and external employees within specified TAT for Salary Pay-out Issues, F&F Queries, Leave & Attendances Issues, Non-payment of incentives & Reimbursements.*

***Background Verification***

*Maintaining employee database for background verification.*

*Initiating Background Verification of New Joinees.*

***SEPARATION MANAGEMENT***

*Handling employee retention actions and counselling during exit interviews*

*Conducting exit interviews, arranging for experience certificates and relieving letters & releasing full & final settlements.*

***LMS & ESIC& PF***

* *Preparing ESIC Sheet and doing Monthly ESIC Challan through Online Mode.*
* *Preparing PF sheet and doing monthly challan.*
* *Got an online portal made for the purpose of tracking attendance for the entire organization alongwith biometric system.*

***STATUTORY COMPLIANCE***

* *Gratutity Act 1972.*
* *Maternity Act 1961.*

***SOCIAL DEVELOPMENT***

*Worked as a volunteer in NIIT Foundation as a part of BOPP during MBA Curriculum to develop under-privileged children, women, provide them education, spread awareness of equal rights*

***IT & SOFTWARE***

* *Ms Office ( Ms Excel, Ms Word, Power Point)*
* *SPSS*

***ACADEMIC QUALIFICATION***

* ***MBA*** *in* ***Human Resources*** *from BULMIM with 6.42 CGPA.*
* *BBA From Jamia Hamdard with 64%.*
* *12th From Kerala School , CBSE with 64 %.*
* *10th  from Kerala School , CBSE with 58%.*

***PERSONAL DETAILS***

*DATE OF BIRTH : 22ND November 1991*

*LANGUAGES KNOWN : English, Hindi, and Malayalam*

*Father’s Name : Roy Daniel*

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