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| **SAVITA SEHRAWAT**  **Mob:** +91 9416141492**email:**[hrsophialamba@gmail.com](mailto:hrsophialamba@gmail.com)  **Address:**Water works no-2, Sec-4, Huda colony, House no-2138A, Gurgaon (India) | | | |
| **Summary** | A competent and organized individual with 3years of experience, who is able to work as part of a team and manage several priorities at any one time, I have a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. Possessing good communications skills, and always treats people with respect and according to their individual needs. As a dedicated professional I fully understands the importance of the HR department to any organization, and therefore aims to make any office I works in as effective and efficient as possible | | |
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| **Area of Expertise** | * HR processes & systems * Manpower Management * Contract document generation * Recruitment methodologies * Answering queries * Pre-screening * Short-listing candidates | | * Onboarding Process (Pre-& Post) * Document management * Employment legislation * Background Verification * HRIS * PMS * Employee Engagement * Exit Interview |
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| **Career** | **Amazon India (KAYCEE Enterprises)**  **HR Ops Admin** | **Since FEB17** | |
| CAREER STATEMENT  *“I feel that my greatest strengths are firstly my strong commitment to providing a professional service to fellow colleagues. Secondly my skill at developing and maintaining a close working relationship with people from all social backgrounds, which in turn helps me to gain a in-depth understanding of their individual needs. Thirdly my real passion for the HR field as a whole, an obsession which allows me to spot trends and develop best practice processes.”* | * Recruitment, Short listings & selection of Associates. * Employee Record Creation, Timely Shift code updation. * Handling Daily Attendance of associates on attendance record system (Kronos). * Report Making like Daily Planned Manpower, HR-MIS. * Responsible for PMS (SQPR&SPPR). * Policy Formulation & Employee engagement activities i.e. BRTs, R&R, Team Connect Activities. * First point of contact for all employee grievances and partner with the Sr. HR in conducting necessary investigations * Supervision & Audit of all reports such as Daily attendance, Overtime Management, Payroll inputs, Leave trackers etc. * Support Operations team with Roster planning of associates, their training & development. * Manage associates Overtime request as per operations team requirement. * Generation & Supervision of issuance of letters related to Productivity/Quality, Behavior,Disciplinary, and Absenteeism. * Timely Updation of all HR Communication Boards * Provides support to management on organization structure succession planning and employee development initiatives * Develop and implement promotions and campaigns to drive user adoption, ongoing participation and information sharing * Consult with employees to understand objectives and provide strategicrecommendation | | |
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|  | **Indusuno online Pvt. LtdJAN 16 to FEB 17**  **Designation**-HR&AdminExecutive | | |
| PERSONAL SKILLS   * *Competitive* * *Energetic* * *Time management* * *Tactful & articulate* * *Problem solving* * *Quick thinking* * *Team player* | * Responsible for ensuring a high level of employee satisfaction and exceeding employee expectations. * Handling Pre-&Post joining activities(On-boarding Process) * Dealing with various grievances – HR Policies, Salary, Bonus, Incentives, Technical, F&F, and PF etc. * Maintaining Databases & Trackers, MIS reporting. * Employee record creation * Training & Development process * Employee engagement & PMS * Conducting and analyzing exit interviews & surveys, * Full & Final settlement & formalities procedure | | |
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| **PROFESSIONAL ACEDMIA** | * **MBA** in Human Resource from G.J.U. Hissar(India) * **M.Sc.** (Chemistry) from Singhania university Raj(India) * **B.Ed.** (Math/Science) from MDU, Rohtak (India) * **Bachelor of Science** from MDU, Rohtak.(India) | | |
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| **COMPUTER LITERACY** | * MS Office, Windows | | |
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| **PROJECTS UNDERTAKEN** | * Revamp the employee communication system * Driving effective development, employee relations and reward programs | | |
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| **EXTRA CURRICULAR ACTIVITIES** | * Participated in sports events & activities, indoor as well as outdoor held in organization. * Got first prize in G.K Quiz competition and 2nd prize in group discussion. | | |