**Jyoti Gupta**

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**Objective**

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization based on my expertise and to further my capabilities by learning from the new exposure within the structured framework of the organization.

**Key Skills**

* Professional management skills
  + - * + Meeting objectives
        + Identifying problems
        + Promoting solutions
        + Managing change
        + Motivating and developing staff
  + Well-developed and effective communication skills.
* Thrive in deadline-driven Environments.
* Excellent Team-Building.

***AREAS OF EXPERTISE & KNOWLEDGE***



***Strategic Planning Policy Designing & Implementation HR Operations***

***Employee Relation Setting up HR Department from scratch Performance Management***

***Organizational Development People Management Complete employment cycle***

***New Initiatives Competency mapping SAP HR / HCM & SF***



**Work Experience:**

1. **Advik Digital Solutions Pvt. Ltd. Nov. 2017 – till date**

**HR Manager**

1. **Cloudway sConsulting Pvt. Ltd.(SAP Gold Partner) IT Company Feb. 2016 – May 2017**

**Manager HR- Operations**

1. **Data Nova India Pvt. Ltd. Dec. 2013 - Dec.15**

**Assistant Manager- HR**

1. **Maverick Business Solutions Jan. 2010 - Nov. 2013**

**Sr. HR Executive**

1. **Dimension Corporate Services Pvt. Ltd., Daryaganj July 2009 - Dec. 2009**

**HR Executive**

**Education:**

**PGDM (HR+Marketing)** from Mangalmay Institute of Management Studies, **Greater NOIDA** , **U.P.** (2007-2009)

**B.A.** from DDU, Gorakhpur, U.P. (2003-2006)

**Course: SAP HR / HCM**

**Degital Skills:**MS Office, Outlook, Internet Surfing, **Good Working Knowledge in Visual Pay(Payroll Software), MS Excel & HR Software**

**Roles and Responsibilities:**

**End to End Recruitment Cycle:**

* Exploring recruitment channels and strategies for effective utilization of the same viz. Employee Referrals, Walk-Ins, Campus Hiring(Development & successful implementation of many Campus drives for Technical & non- technical requirements), Job portals & LinkedIn etc.
* Regular Interfacing with Internal business teams to understand their manpower requirements;
* Formulating the policy, standard process & required formats
* Getting Duly filled up Requisition Form(RF) from departments, Job-descriptions (JDs) and skill Matrix to improve HR to Operations conversion and On Time Hiring.
* JD preparation, Job posting & mass mailing, CV shortlisting, candidate calling, conducting Interviews and tests as per the recruitment process
* Defining KRAs & KPIs
* Co-ordination with all respective departments till closing of selection process

**Pre-joining formalities:**

* Preparing & sending offer letter
* Keeping track of acceptance & submission of all required documents within stipulated time
* Providing required pre-joining study materials(if any) & joining formalities information
* Circulation new joiners information to required departments to keep the arrangements well in advance

**Managing Transition: Joining, Induction and Training:**

* To ensure smooth transitioning of new hires from Recruitment stage to various Processes:
* Managing the complete Joining process for a New Hire
* Complete Joining formalities like form filling, Documents Verification, Legal documents(in required cases)
* Preparing and sending Induction Schedule to departments
* Coordinate and deliver the corporate Induction training program: Including HR & department wise induction.
* Preparing Salary breakup & appointment letter & issuance, keeping copy for records
* Issuance of Joining kit, Generation & Issuance of the Employee Codes, account opening formalities
* Resolving their queries and familiarizing them with policies to ensure compliance and decorum at all times
* Employment Verification mails and Employee Welcome mail.
* Hand-holding the new hires for their smooth transition into training programs and training classes (in case of campus hire).

**Compensation Benchmarking:**

* Research on current market Compensation Trend
* Prepared Compensation Benchmarking for Company
* Applying the Benchmarking while appraisal process and new hiring

**Performance Appraisal:**

* Planned and implemented new Appraisal process, Drawing the required form format.
* Maintaining track & timely initiation of appraisal process for the cases due in the coming month
* Initiation for **KRA & KPI based appraisal process**
* Ensuring adherence with the flow of Appraisal process(Employees self assessment, Supervisor’s assessment and Management’s approval and HR part**)**
* Co-ordination for timely closing of the process by communicating & sharing the required data at every stage
* Sending Increment mails, Filing acceptance & updating the records
* Manage appraisal process across the levels including preparation of individual score card.

**Training and Development:**

* Gathering & Implementation of new Training process & all required training related formats
* Preparing Training PPTs
* Gethering Training requirements from TLs, Preparing training requirement report
* Getting training schedules from TLs & Preparing the Training calendar
* Taking care of organizing training as per the Training Calendar and arrangements of Training.
* Getting Trainee’s and Trainer’s evaluation form filled up by participants & extract if there is any need for revised training on the subject.

**Employee Engagement, ER/IR Activities & Grievance cases:**

* Sending motivational mails to employees & activities like Employee rewards
* Organizing official get togather: Festivals, Monthly birthday celebrations, Town halls & farewells, Games
* Sending Birthday wishes, work anniversary and other occasional mails
* Sending Brain teasers and puzzles
* Quiz Contest and world cup contest
* Organizing Open forums/ MTLs / TLs meet & other regular meetings
* Organizing recreational activities/ Friday activities
* Organizing online survey to call upon employees views on matters required(eg: to define company Value, employees satisfaction survey)
* Drafting of company related cases
* Internal Compliance Committee, Sexual Harassment policy etc.
* Maintain all registers under compliance.
* To facilitate staff in general and to handle day to day grievances.
* Implementation of HR policies.

**Rewards & Recognition:**

* Initiating nomination process(Monthly/ Quarterly & annually) well in advance to departments to get performers name
* Announcement of winners & taking care of reward disbursement as per the policy & process

**Managing HR Portal:**

* Managing & Upadting HR protal timely
* Sending E-joinee mail to selected candidate.
* Verifying details on the day of Joining, adding as an employees and generating employee code.
* Sending HR portal employee account Induction mailer
* Preparing salary slip & leave templates, uploading & sending notification to employee for their information
* Sending Birthday alert to all employees and SMS using software
* Posting other blogs(Reward & Recognition, Notice board ect.)

**Payroll preparation, Payroll S/w acquaintance, Personnel Management & Statutory Compliance:**

* Updating salary details of appraisal cases & new joinees salary detail entries in payroll s/w.
* Collation of Attendance data, Reconciliation & Finalizing attendance report: Payroll software attendance entry & manual attendance finalization
* Preparing and sending monthly Salary detail file(Employees salary sheet, New joiner, unpaid summary, Increment cases, Exit etc.) to accounts department for Salary disbursement
* Cross checking/ verifying the Salary sheet & leave records
* Preparing and uploading the salary slips on HR Portal before disbursement for employees to check & send their queries, sending alert to employees
* Once all the queries receive, resolving queries and verifying & making the required changes
* Preparing Bank Transfer Letter with Salary excel and sending it to accounts department for salary transfer
* Keeping monthly records of Salary & leave documents in respective folders
* Downloading ECR, Challan and Ack. slip from PF website for filling.
* Co-ordination with PF Consultant
* Maintaining Attendance register, Wages Registers, Leave Records register & other registers as received from Consultant
* Registration of new IP, Update IP Detail, Printing TIC.
* ESIC Challan Generation.

**Exit Process:**

* After resignation received, discussion with the Management and supervisor
* One to one discussion with the employee
* Informing employee on resignation status and notice period
* Conducting exit interview, Ensuring proper handover & taking care of No dues formalities
* Preparing F&F & Issuance of Relieving letter
* Assisting employees in thier further PF processing, if & when required after exit

**Other Responsibilities:**

* Drafting all kind of letters(OL,AL, DL, RL, EL and PF etc.), mails and others.
* Timely **Confirmation** of employees employment
* File management of employees.
* Employees Medical Insurance processing.
* Attending calls and queries.
* Generation and Issuance of Employee ID and getting ID cards done.
* Maintaining the MIS report & Master data of all required records
* Responsible for General HR Administration (like Printer , letter heads, stamp papers, files , stationary, etc.).
* Co-ordination of monthly meetings with all HODs & MOM for the meeting.
* Pan India Coordination for Issues raised on sites, provide required documents(Audit documents, PF and ESIC Challan, Service Tax Challan and other requirements).
* Coordination with new clients, fund transfer, PO generation and Other requirements.
* Preparing bills and getting the payment done

**Achievements:**

* Announced as Employee of the Quarter within probation period
* Team rewarded as Team Marvelous within an year

**DOB** 2nd Nov. 1984

**Gender** Female

**Address** A-206/19, NOIDA

**Relocation Status** Available for Re-location.