**ARCHANA SAO**

Contact no**.:**+91 9899462880

Email:archanasao01@yahoo.co.in

H.No.8689, 2nd Floor, Roshanara road, Delhi - 110007

Seeking a challenging Human Resources position in a growth-oriented organization which offers diverse job responsibility to utilize my skills

**SKILLS/STRENGTHS**

* Good qualitative aptitude along with excellent grasping power and eagerness to learn.
* Proficiency in communication skill.
* Proficiency in computers like in MS-Office, Oracle.
* Ability to work in groups.

**PROFESSIONAL EXPERIENCE**

* Worked with **ITC Infotech,** as a **SSBHR Executive** from January 06’14 – July 06’15 (Contract Job)

**Job Responsibilities:-**

* Responsible for On-Boarding post joining formalities includes Joining forms, verification of original documents, opening of bank account, offering welcome Kit etc.
* Responsible for induction of new joiners (about ITC Infotech, policies, Applications, imp. point of contact stakeholders, HRMS One point (People soft), café express, etc.
* Responsible for Creation of Identity card for the new joiners & commend the Appointment letter, identity card & credentials to new joiners.
* Work closely with hiring manager & support recruitment team in closing case in a defined time frame.
* Responsible for **Rewards & recognition** programs e.g AOM, EEE Lead reward etc & for **training & certification** programs.
* Responsible for Fortnight **clients visit** to develop & maintain employee sense of satisfaction & address their issues at client site etc.
* Responsible for handling **client’s grievances, fulfilling their requirements within TAT time, maintaining client relationship.**
* Communicates and ensures completion of New Hire Checklist to respective stakeholders & management.
* Resolving **employee grievances** related to policies, leaves, salary discrepancy, Statutory (PF, Gratuity), Allowances, Credentials, training, reimbursements etc.
* Responsible for creation of **Policies template** & various communication e.g. PMS, LTA, Leaves etc on weekly/ monthly basis.
* Responsible for **employee engagement /employee relation / employee retention activities.**
* Responsible for Hr letters/ appointment letter/ bonafide letter etc. **Warning mails** in case of compliance.
* Develops human resources solutions by collecting and analyzing information; recommending courses of action.
* Responsible for **HRMS updation** e.g passport, marital status bank details etc.
* Responsible for background verification check for exited employees.
* Manages client expectations by communicating project status and issues;

Resolving concerns; analyzing time and cost issues; preparing reports.

* Prepare and maintain various Reports and Trackers e.g on-boarding Tracker, Grievances report, EWS report, MOM, Exit Report, Stop Salary Tracker etc & share with the management on time to time basis.
* Responsible for exit formalities- Exit interview, communication of exit process mailer, collection of company assets, exit forms & than send all forms & assets to respective stakeholders.
* Sound knowledge of **People Soft (HRMS) & Oracle.**
* Sound Knowledge of Excel (**Vlookup, pivot table, Power point, Macro, Oracle, talent plus**)
* Responsible for complete **administrative activities** for NCR branch.

* Worked at Ramco client Bharti Airtel (Telecom), as a HR Executive from August’13 – January’14.
* Worked at Peoplestrong Pvt. Ltd, client Cadbury India Ltd. (FMCG) as HR Associate from April’ 12 –June’13.

* Worked on various HRMS software’s e.g **Oracle / PeopleSoft / HireCraft**
* A professional career in the area of reservation and ticketing (Travel) of 4.5 years,

Worked with Intelenet, American Express (EXL) & SITA Travels.

**ACADEMIC CREDENTIALS**

2011 PGDM/MBA (Operations) from SYMBIOSIS, Pune.

Scored “A”

2004 PGDM in Travel & Tourism

Scored “A”

2003 Graduation Geography (Hons) from Kirorimal College (University of Delhi)

Scored 65%

2000 C.B.S.E 12th Board from Govt. Girls Sen. Sec. School No 1, Shakti Nagar

Scored 72%

**PERSONAL DOSSIER**

Sex : Female

Nationality : Indian

Language Known : Hindi, English

**ADDITIONAL INFORMATION**

* Passport : H2958368
* Pancard : BGIPS3170C

**DECLARATION**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Delhi ARCHANA SAO