

**Gayatri Yadav**

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**Seeking assignments in Human Resource Management with a people-driven organisation of repute.**

**Career Conspectus**

* A result oriented professional with 4+ years of experience in Human Resource Management.
* Proficient in handling the entire HR process including Payroll, Statutory Compliances, Training & Development, Performance Appraisal, Employee Welfare, & Recruitment & Selection, etc.

**Education**

* MBA in (HR & Marketing) in 2011.
* Graduation from Maharashi Dayanand University in 2007.
* Senior Secondary from H.B.S.E. in 2004.
* Pursuing Japanese Language N5.

Professional Experience (4 years)

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| --- | --- | --- |
| Tenure | Organization | Designation |
| Jan 2013 till date | Koide India Pvt Ltd | Sr. Executive-HR |
| Feb 2011 to Dec 2012 | SAM Advisory Management | Executive-HR |
| June 2010 to Dec 2010 | RS Consultant | Recruiter-HR |

**Employment History Jan 2013 to Till Date**

Current Organization: Koide India Pvt Ltd

Designation – Sr.Hr. Executive

Company Introduction – Koide India is a Japanese MNC company. This is a die casting plant situated in Neemrana.

**Job Responsibilities:**

**Time and Attendance Management** (Biometric Attendance system)

* Ensuring completion of joining formalities for new entrants (Documentation & Verifications).
* Registering the finger print of staff and create profile in Software.
* Maintaining and reporting manual check in/out time & Over Time Report for Office boys and drivers.
* Exceptions approvals and backend management (if any).
* Making OT Reports .

Employee’s queries management.

**Payroll Administration:**

* Maintain database of CTC for all employees & associates with full history of increments/changes in CTC breakup etc.
* Update the Master Database on Monthly Basis.
* Reconcile of Employee Loans, and Mediclaim.
* Follow up with the Accounts department for Payroll Closing, TDS & Mobile bill deductions.
* Maintaining the Employees benefits Like Medical, Petrol, Driver, other benefits records.
* Grievance handling of the employees related to salary.
* Handling Gratuity & Bonus queries.
* Processing Monthly Payroll.

**Statutory Compliances:**

* Maintaining the all statuary Records & Registers. (Factory Act, Esic Act, Epf Act, Bonus Act, Equal Remuneration Act, Payment of wages Act, Minimum payment of wages Act, Gratuity Act & Lwf Act etc.).
* Maintaining & submitting the all statuary Returns of all various act.
* Maintaining the legal records etc. (Esic registration, Epf registration, Factory License & Building plan approval, Fire NOC, Pollution NOC, Pollution Consent & RC under Lobour Contract (R&A) Act 1970).
* Handling the legal Compliances & Internal HR Audit.
* Handling labour conciliation proceedings & labour cases.
* Liaison with Govt. departments (ESIC, EPF, Police, Labour & Pollution & Fire dept. etc.)
* Inspection of Cranes, Pressure Vessels, Folk lift & Lifts etc.

**Training & Development:**

* Maintaining the Training records (Attendance sheet, History card, Skill sets, monthly training Plan & yearly training Plan etc.).
* Training Cum Knowledge of [Social Security (ESI, PF, LWF & Maternity benefit), Training and evaluation of 5 “S” and Kaizen activities & Safety etc.]

**MIS:**

* Preparing reports like headcount report, Salary data reports, confirmation reports etc.
* Other database management likes Disciplinary and grievance reports.
* Recording & Compilation of attendance on daily/ monthly basis.
* Tracking cases of leaves, Absenteeism and non- reporting to Work.
* Handling employees out duties, compensatory offs, etc.
* Headcount Report on Monthly Basis
* Preparing the Attrition Report on Monthly Basis.

**Administration Works:**

* House Keeping & 5S activity.
* Arrangements for all type of functions, events and attend the company visitors.
* Totally monitoring & distribution of uniforms & shoes.
* Totally monitoring on staff’s pantry, Stationary and housekeeping items.
* Checking of canteen & Security (Contract) bills, their duties and their records.
* Monitoring on telephones, Fax, Card punching machine, Photocopy Machine & Fire fighting equipment.

Past Experience:

SAM Advisory Management, Gurgaon

Designation – Hr. Executive

July 2011 – To Nov. 2013

**Past Experience:**

RS Consultants (May 2010 To January 2011)

Designation – Hr. Executive & Recruiter

COMPANY PROFILE

R S Consultants, established in 2002, introduces itself as a young, dynamic and high level human resource company that is committed to performance, quality placements and fruitful results. We serve a client that includes leading more than companies and venture backed companies and Private Equity firms. Our industry expertise helps us in searchers that enable us in placing the right candidate at the right place. Our quality search features aspects like, world class candidates, competitive intelligence, industry best service that is well supported by highly efficient communication tools and latest technology.

R S Consultants is a placement consultants and recruitment company operating in India and assists you in selecting the right people required for your project; we assure that we will provide the exact resource needed for the profile for better efficiency. R S Consultants provides a wide range of services. The fields we have ventured into and provided resources are the following-

* FMCG Industries
* Automobile
* Garment Export
* Plastic & Rubber Industries

Job Profile:

Sourcing of Candidates

* Responsible for sourcing of candidates by using sources like Job portals, referencing, head hunting, mass mailing, job posting etc.
* Ability to source the right candidates within the stipulated period of time

Resume Screening

* Strong in resume screening to find out academic details, experience, employment history, employment gap, academic gap, skills etc.
* Mapping of Job profiles with relevant competencies in the corresponding Industry.

Telephonic Interview

* Conversant in handling responsibility of taking telephonic interview to understand academic details, employment history, current responsibilities, reporting structures, family background & expectations.
* Understand his/ her responsibilities, achievements, skills, knowledge & abilities of candidates in comparison with client’s requirement.

Scheduling & Follow-up

* Taking active follow up of candidates to attend scheduled interview, follow up in before joining & post joining in desired company
* Taking follow up with clients before interview, post interview & post joining of candidates performance

**Personal Details**

Present Address : Teh.Narnaul,Disst. M/Garh Haryana

Father’s Name : Mr. Lakhmichand

Marital : Single

I do hereby solemnly declare that the above mentioned statements are true and correct to the best of my knowledge and belief

(Gayatri)