**Aarohi Grover**

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**Executive Summary:**

A Multi-skilled HR professional (B.Tech - Computers & MBA - HR & IT) with 6+ years of functional experience in HR Domain which includes Talent Acquisition, End to End Recruitment, HR Generalist activities, Induction process, On-boarding, Payroll processing, policy & procedures, HR & Administration, Manpower planning, Exit Process Management, Grievance handling, Training & Development, Employee Engagement, Performance Management, Appraisals, Employee Relations, Statutory Compliance (ESI, PF, Gratuity), Compensation & Benefits, Organisation Development & various HR Operations. Can perform as a Team Leader as well as team member (individual contributor). Capable of taking initiatives & proactive measures for the betterment & growth of the organisation.

**Areas of Expertise:**

* **HR Generalist Area:** Attendance Management, Leave Management, Performance Management System(PMS), Appraisals, Retention and Relieving procedures – Exit Interviews, Full and Final Settlement, Grievance handling, Induction, Employee Engagement, Policy/procedure Implementation, Payroll, Salary Processing, HR Planning, Attrition Issues, HR Budget, HRMIS Reports, Competency Mapping, Compensation and Benefits Policy, Training & Development & Statutory Compliance (ESI, PF).
* **Core HR (Recruitment):** Talent Acquisition, Man Power Planning, End to End Recruitment Process – (Naukri, Monster, Times Jobs), Consultants, social media networking (LinkedIn, Twitter), Head Hunting, Campus Hiring & Referrals, Joining formalities, Client/Vendor Management.
* **Employee Relations:** Continuous interaction with employees to understand and resolve their grievances and keep them motivated and satisfied to enhance the productivity, Event Management – Organizing official functions, Best Employee Awards, Year completion awards, Birthday & Anniversary Celebrations, recreational activities like picnic, sports & social activities.

**Professional Experience**

**KENT RO Systems Ltd.** – Assistant Manager - Human Resource (Operations & TA) since 1st June 2015 – till date

KENT RO Systems Limited is a 21st century healthcare products company with a vision to make the world a healthy and a happy place. Pioneers in bringing the revolutionary Reverse Osmosis (RO) technology to India.

**Role & Responsibilities:**

**Recruitment & Talent Acquisition**

* Recruiting Talents from various sources like Portals (Naukri, Monster), Consultants, social media networking (LinkedIn, Twitter), Head Hunting & Referrals etc.
* Campus Hiring from the premier institutions like IIM–Jammu, Lovely Professional University (Jalandhar), Symbiosis Institute of Business Management (Pune), IMT – Ghaziabad, etc.
* Handling complete cycle of the Recruitment process.
* Conducting preliminary interviews & Co-ordinate interview with Technical Panel.
* Responsible for Salary Fitment, Offer Negotiations, Reference Check & Releasing Offers.
* Involved in Manpower Planning & successful driven Employee referral scheme.
* Completing all joining formalities and maintaining master employees data.
* Chalk out induction Program in coordination with the Department heads.
* Making new employees aware of the company’s rules and regulation and also his/her responsibilities.
* Creation and implementation of Job Description.

**Exit Management**

* Ensuring smooth exit of an employee & handling entire Exit process.
* Taking Care of the Clearance procedures & performing Full & Final Settlement of left employees.
* Handling Exit formalities like F&F Settlement, issuing Relieving & Experience letter etc.
* Ensuring Exit Interview & prepare the MIS
* Handling the Employee grievances & timely resolution.
* Prepare Attrition Analysis Report on quarterly basis.
* Issuance of Caution Notices/Warning letters to non performers, absenteeism notices, striking off name letters to absconding employees.

**Payroll Processing And Leave Management**

* Providing monthly payroll inputs for Salary Processing.
* Updation for the new hires & existing employees in the payroll software.
* Monitor Attendance, Leave Records and Identify the Prolonged Absentees, Absconding employees, exceptions, etc.

**Performance Management System**

Process owner of performance management system which is based on Key Performance Indicators (KPI’s). Defining KRAs and SMART goals for the functions in consultation with Functional/Business heads. Responsible for timely implementation of the system, monitor and review the key result areas, differentiation of high and low performer, action plan for retention of high performers & development plan for low performers, performance based increment/incentive system etc. Training to appraisers and appraise on various aspect of PMS. It is the human resource team's responsibility to ensure a smooth implementation of the appraisal process.

* Having sound knowledge of PMS software & keeping the records updated in HRMS.
* Ensuring & maintaining all requisite data/information to update the performance tracker on monthly basis.
* Assist in the development of policies, guidelines, and tools to support HODs throughout the performance management process.
* Maintain and communicate the annual calendar for the organisation's performance management process
* Preparation and execution of performance evaluation process and analysis of the same and execution of Annual Appraisal Exercise (April/October) with the help of HOD’s
* Implementing Performance Management System (PMS- 180 Degree).
* Ensuring appraisal as per PMS guidelines.
* Ensuring promotion and correction process is as per the guidelines.
* Preparing and distribution of increment/promotion letters.

**Employee Relations & Employee Engagement**

* Counselling and Supporting employees to have a good Employee Relations
* Continuous interaction with employees to understand and resolve their grievances and keep them motivated
* Rewards & Recognition- Organizing official functions, Best Employee Awards, Year completion awards, Birthday & Anniversary Celebrations, recreational activities like picnic, sports & social activities etc.
* Handling Employee Grievances & their Queries. Conducting the open Forum for employee’s queries & Counseling.
* Keeping a Track of Employees Activities.
* Advise and direct other department managers on HR issues and employee relations matters.
* Implementing & maintaining Personnel & Handbook policies and procedures.
* Updating the Employees from time to time about Company Policies and Changes if there is any.

**On Boarding**

* Induction of new joiner and Co-ordinating with Functional Heads & conducting Departmental induction.
* Induction of employees through structured program, closing with Leadership and Functional teams.
* Taking care of all Joining formalities. Checking the new joiner’s educational and past experience certificates.
* Preparing New Joiner data for Employee Code generation and HRMIS
* Issuing Offer & Appointment, Co-ordinating with ID & Access cards Vendors for issuing Cards.
* Releasing a welcome mail for every new Joinee.

**HRMIS Reports**

* Maintaining all essential employee records, Hiring reports, personal records and interview data bases.
* Preparing MIS like Absentee, Attrition, Recruitment Tracker, Confirmation & Probation, Training, Employee Database, New Joinees report and updating Promotions, Transfers & increments of existing employees.
* Maintaining Performance management reports.

**Dynasty Infotech Pvt. Ltd.** – Sr Associate - HR from August 2012 to May 2015.

Dynasty InfoTech Private Limited (US Based Software Development Co.) is a best provider of IT services in the region and leader in technology enabled solutions, the company leverages on the parent's philosophy of 'The Ruler Always Rules' to enable business results by being a transformation catalyst.

**HR Operations**

* Leave Records Maintaining (Casual Leaves, Sick Leave & Paid Leave), Attendance Management through bio-metric machines & Maintain Master Data
* Co-ordinating with Payroll Vendor & Managing Payroll –Statutory compliances (PF. ESI, P.Tax, TDS etc)
* HR MIS – Compilation of daily, monthly & quarterly data.
* Ensuring compliance with statutory compliances/regulations like P.F, E.S.I, Bonus Act, Gratuity, Professional Tax, Labour Welfare Fund & other’s act etc.
* Issuing various letters like Appointment Letter, Confirmation, Appraisals & Relieving letters, absconding & Warning Letters etc.
* Handling Reliving formalities like Full & Final Settlement, Exit Interviews, Relieving/Experience letter etc.
* Implementing & maintaining Personnel & Handbook policies and procedures
* Keeps Informed management and employees about changes in HR policies/practices/procedures
* Handling Employee Transfers & Relocation
* Conducting the open Forum for employee’s queries & Counseling
* Co-ordinating with Medical Vendor & processing mediclaim for On-Roll Employees
* Following up with the TPA for the medical cards of employees and providing same to employees
* Handing Group Health, Group Personal Accidental & Group Life Insurance claim of employees

**Talent Acquisition**

* Assessing the Company’s future staffing requirements over the short, medium and long term
* Liaising with the senior management to determine their human resources requirement
* Producing a comprehensive human resource plan for the company’s expansion
* Talent Management

**Recruitment & Selection**

* Recruiting Talents from various sources like Portals (Naukri, Monster), Consultants, social media networking (LinkedIn), Head Hunting & Referrals etc.
* Independently handling entire gamut of IT and Non-IT Recruitments (PAN India).
* Negotiating with candidates for offer & Remuneration acceptance
* Responsible for Salary Fitment, Offer Negotiations, Reference Check & Releasing Offers.
* Involved in Manpower Planning & successful driven Employee referral scheme
* Checking Employees’ reference through various sources(Consultants, Direct phone calls and E-mails)
* Coordinating with Consultants for various permanent staffing requirements.
* Co-ordinating with temp staffing vendor for various recruitment needs.

**On Boarding**

* Induction
* Co-ordinating with Functional Heads & conducting Departmental induction.
* Taking care of all Joining formalities {Joining forms, P.F, & Bank A/C openings}.
* Checking the new joiner’s educational and past experience certificates.
* Preparing New Joinees data for Employee Code generation
* Issuing Offer & Appointment letters
* Co-ordinating with ID & Access cards Vendors for issuing Cards

**Performance Evaluation:**

* Preparation and execution of performance evaluation process and analysis of the same and execution of Annual Appraisal Exercise with the help of HOD’s
* Implementing Performance Management System (PMS- 180 Degree & 360 Degree). Performance Monitoring.
* Reports on performance evaluation & updating on status.
* Confirmation Appraisals, Facilitating Review Meetings with All Departments.

**Employees Engagement:-** Develop and implement new engagement initiatives aligned with HR strategies. Smooth interaction between Employees and Management through various forums of interactions, proactively listening to the voice of people, getting their views and fill the gaps which are observed through involvement of cross functional team. Thorough analysis and developing the action plan to enhance engagement level. Regular reviews and monitoring the action plan. Capturing the issues, problems and perceptions of people and take pro-active action on them & revert back to the associates on their issues, leading to a very Closed Loop system.

**Employee Relations:-** Improving teamwork, quality of work environment, application on two ways open communications, in-house formal & informal feedback sessions. Driving fun activities and other employee engagement activities like quiz, contest, cultural activities, birthday, anniversary celebrations to motivate the employees and to have better interpersonal relations. Few customized practices (Involve to Engage) are:

* Monthly Communication Meetings
* Monthly HR Help Desk
* Quarterly Open House Meeting
* Monthly Reward and Recognition
* Monthly Suggestion Scheme and Open Door Policy
* Identifying Gaps, Develop Action Plan, Review, Implementing and Sharing

**HRMIS Reports**

* Maintaining Personal records of all employees & constantly updating new joinees & left employees data in MIS
* Maintaining employee records/files in ERP/HRMS system
* Maintaining Recruitment Tracker on monthly basis
* Maintaining Attrition analysis reports biannually.
* Maintaining Performance Management (PMS) reports
* Maintaining Employees Master database

**IT Skills**

* Advanced MS Office – Advance Excel, Vlookup, Hlookup, Pivot Table & chart, Conditional formatting, etc.
* Well versed in working on Success Factors, Google sheets, etc.
* SQL, Visual Basic, VB .Net, etc.

**Academic Credentials**

* MBA (Full Time) Specialization in – Human Resource & Information Technology from FMS, Manav Rachna International University, Faridabad in the year 2009-2011.
* B. Tech (Computer Science) from BRCM College of Engineering & Technology, Bhiwani (Haryana) in the year 2004-2008.

**Extra Curricular Activities**

* I had organised & participated in various Cultural Events and Technical Fests during my Graduation and Post Graduation.
* I had received certificates of appreciation in various technical/non-technical events during my Graduation & Post Graduation.

**Personal Dossier**

**Positive Traits / Strengths**

* Honest, Sincere & Self-Motivated with Excellent Leadership, Communication, flexibility and Interpersonal skills.
* Process Oriented, Confident, Quick-learner, Proactive and believes in delivering actions into results.
* A Team Player, Problem Solving, Positive thinking, Time Management, Strong analytical skills, etc.

Marital Status : Single

Languages : English, Hindi & Punjabi

Father’s Name : Sh. Vijay Grover

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Permanent Address : House No. 5, Green Park, Hisar – 125001