**Parul Moni Koch**

Mobile No: +91 7002984793

Email ID: [parul.moni@gmail.com](mailto:parul.moni@gmail.com)

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**PROFESSIONAL SYNOPSIS**

I am dynamic professional with over 8+ years of experience people management in engineering construction handling wide gamut of functions entailing HR Operation, Recruitment, IR, Employee relation & welfare, Performance Management etc., I want to be part of an organization which recognizes personnel talent, enables learning and helps in building a strong career.

**BRIEF PROFILE**

* Working with a renowned software organization as a Manager HR.
* Worked with a renowned construction organization as a Zonal HR

**CORE COMPETENCE AREAS**

❒ HR Operation & Admin ❒ Recruitment & Selection ❒ Employee Relation & Engagement

❒ Time Office ❒ PMS ❒ Salary & wages administration ❒ F&F & exit interviews

**EXPERIENCE SUMMARY:-**

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| --- | --- | --- |
| **COMPANY** | **DESIGNATION** | **DURATION** |
| Inus Technologies Pvt Ltd | Manager HR | April’16 to Dec’20 |
| Ramky Infrastructure Ltd | Zonal HR Head | Oct'11 to April’16 |
| Avalon Software Services India Pvt Ltd | Manager HR | Sept’09 to August’11 |
| GMR Group | CSA | March’09 – Sept’09 **(Internship)** |

**Job Responsibilities:**

* HR Operation & Administration
* Performance Management System **(PMS)**
* Salary & Wages Administration with statutory compliance **(C&B)**
* Recruitment & Selection (**Pre & Post Joining**)
* Full and final settlement **(F&F)**
* Employee Engagement & Employee Relations **(ER)**
* Time office (**Attendance, OT**)

**General Administration**

* Upkeep of office, stationary and supervising administrative staff.
* Responsible for up keeping and maintenance work for building facilities such as air conditioners and office equipment such as copier machine, phones etc.
* Petty cash maintenance for day to day operation at office
* Coordinating with IT dept. for creating the email id for new employees & ID card.
* Medical insurance & bank account opening for newly joined employees.
* Arrangement of birthday parties / farewells and other team outings
* Taking care timely payment internet data card payments.
* Annual day function get together arrangements
* Check travel and tour expenses & contractor bills and record, booking tickets, arranging parties for birthdays and festivals.

1. **ZONAL HR OPERATION & ADMINISTRATION**

* Handling with all departments HOD’s for smooth working process
* Liasioning with Local & Govt Authorities for any issues of project
* Liaison with statutory and government authorities, local organisations and employees.
* Setting arrangement for all newly joined employees.
* Providing all employees identity card, email, bank account, visiting card, computer assign
* New join employees bank account opening, medical clime policy making
* Conduct rules, work discipline and disciplinary procedures.
* Taking care of all the administrative functions of the organization like Transportation, Vendor management, and other admin operational works
* Taking care of Housekeeping, supervision of peons, fire security, security audit
* Handling of mediclaim and Personal Accident Insurance for the employees.
* Maintaining & updating various MIS reports.

1. **PERFORMANCE MANAGEMENT SYSTEM (PMS)**

* Explain & give proper information about the PMS Process & organize some PMS Workshop.
* Briefing the process & guidelines for Normalization
* Facilitate for the proper dialogue process between appraise & appraiser.
* Distribution of **PMS forms to all employees**
* Maintain proper **PMS data & record in coordination** with CO-HR
* After all process finally distribution of the increment letter.

**2. SALARY & WAGES ADMINISTRATION WITH STATUTORY COMPLIANCE**

* Papering monthly leave, attendance, OT and Payroll management
* Updating New Joinees details, Left Employee details, Status change details, Salary revision details.
* Collecting and updating the bank account details for the employees.
* Compilation of Attendance and Deduction details.
* Taking care of reimbursement bills claimed by the employees.
* Calculation of performance incentives and disbursing them along with the payroll.
* Processing Pay roll with an employee record of around 400 employees
* Co-ordination with the new entrants, their appointment letters, employment specifications, processing employees PF, ESI, Mediclaim, Salary A/c and other employment registration forms.
* Taking care PT,ESI and PF payments, Pay slip providing
* Full and final settlement taking care
* Coordinating with account dept.and Manager HR
* Taking care form 16 and LTA

1. **Recruitment & Selection**

* Handling the entire recruitment (IT and Non IT) cycle independently NZO/BO.
* Involved in conducting HR interviews, collecting joining document, Offer and appointment letters roll out & on boarding welcome.
* Handled induction and joining formalities for new joinees
* Weekly/ Monthly/ Quarterly report preparing like Employee Performance, Join, Salary Review, Exit MIS and HRIS.
* Taking care of all total Employee database for the organization and maintain personal File.
* Developing effective Recruitment/Selection MIS to keep track of positions open and close positions based on desired timelines.
* Extensive use of internet job boards by placing advertisements (job posting).
* Responsible for establishing effective recruitment efforts to plan, identify, source, screen, interview, recruit, prepare and place highly skilled and experienced technical professionals through networking, direct sourcing, cold calling, job portal such as Naukri, monster.

1. **Full and Final Settlement**

* Handling exit formalities with F&F like preparation of release letters, experience letter, EL encasement, bonus, no-dues statements.
* Calculating final payment incorporating leave, notice pay, recovery..
* Verifying the F&F statement, preparing the relieving letter and recovery letter
* Updating status of F&F in exit tracker.

**6. Employee Engagement & Employee Relations**

* Arranging various events such as annual trip for employees, Birthday party, workshops & festival celebrations.
* Handling employees’ day-to-day queries and related to joining, compensation and exit & others.
* Issuing various types of HR Letters like employee verification letter, confirmation letter, hike/promotion letter, and termination letter etc.
* Providing personal and professional counseling to employees.
* Employee Satisfaction Survey

**7. Time Office**

* Keeping track of daily attendance of all employees of the all department
* Keeping and maintaining the demographic chart of all employees & department wise.
* Monitoring of shift schedules and attendance during weekly offs and public holidays.
* Monitoring and analyzing absenteeism and OT & measuring productivity

**EDUCATIONAL QUALIFICATION**

* MBA in Airport Management and Customer Care, **Vinayak Mission University**, Avalon Aviation Academy, Kolkata, 2010.
* B.A (English Honours) from **Guwahati University**, Tezpur, Assam, 2008.
* Six Month Computer Course (FoxPro), **Aptec 2004**.
* 12th from **Kendriya Vidyalaya No-2 Air Force Station Tezpur**. Assam 2004.
* 10th from **Kendriya Vidyalaya No-2 Air Force Station Tezpur**. Assam 2002.

**REWARD AND RECOGNITION**

* Rewarded **Six Green Card** as a Best **Intern**, by GMR **Group.**
* Received many Passenger’s and client appreciations
* Participated at athletics up to National level
* Participated at National level in dance competition.

**PERSONAL INFORMATION**

**Father’s Name:**  Mr. Bipul Chandra Koch

**Date of Birth:**  18th April, 1985

**Nationality:** Indian

**Languages Known:** English, Hindi, and Assamese & Bengali

**Marital Status:**  Single

**Interest:** Reading Novel and Story Book, Writing Poems and Coin Collection.

**Permanent Address:** Tezpur, Assam Sonitpur 784104.

Yours Sincerely,

**Parul Moni Koch**