**Arfa**

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**Career Abridgment**

* An **HR Professional** with +5 years of experience.
* Resourceful, goal oriented, possess strong organizational, communication and interpersonal skills.
* A dynamic go-getter and willingness to learn with ability to work under pressure and meet deadlines.

**HR COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| **Employee Life Cycle Management** | **Payroll and Statutory Compliance** | **Performance Management** |
| **On-boarding/Exit process** | **Emp. Engagement/HR Audit** | **Talent Acquisition** |
| **HR Policies Execution / Employee Grievance** | **HRIS / MIS Report / HR Software** | **Training and Development** |

**EMPLOYEMENT DETAILS**

**Sharda University, Greater Noida Assistant Manager - HR Mar'2020- May'2021**

**Job Accountabilities:**

* Payroll and compensation, Annual Increment, Salary Revision.
* Performance Management, Promotions & PIP cases at various level.
* Full and Final Settlements / Superannuation & HR Audit.
* End to End Recruitment.
* Attendance and leave management.
* Facilitating Training activities & maintain updated training records & data.
* Evaluate the impact of training through feedback forms & pre-post training tests.
* Prepare Monthly HR report- Attrition & Headcount.
* Handling new Joinee feedback analysis.
* Prepare various letters- appointment, contract, experience, & relieving.
* Maintain HRIS, departmental records & database.
* Handle Contract Renew, FTC, MOU & Probation.
* Dealing with employees Grievance. (SPOC for Sharda Hospital).
* Coordinate employee engagement practices.

**Notable Attainments:**

* Implemented activity New Joining Feedback and its Analysis.
* Initiated employee engagement activity- Round Table with HR.

**Corbus India LLP, Noida Analyst - HR and Training & Development April'2019- Mar'2020**

**Job Accountabilities:**

* Payroll input management and dealing with payroll outsourcing agency.
* Dealing with statutory compliances consultant and payroll agency for PF and ESIC.
* Updating list of new joiners, absconding and left employees.
* Updating new salary structure of promoted /salary revision case.
* Handling end to end recruitment.
* Responsible for the HR audit Process.
* Maintain all HR Records and Trackers as per SLA.
* Handling end to end recruitment cycle.
* Responsible for New Hire Management, Induction and Exit Process.
* Taking care of different employee portals like PBN, E-connect, Ultipro, Timesheet etc.
* Maintain and update HRIS/Departmental records and Personnel files.
* Attrition data management and sharing it with Sr. Management.
* Assigning mandatory Trainings identify the training needs to employees, design training calendar.
* Identify the vendors for conducting trainings and identify in-house trainers & Prepare training feedback report.
* Handling employee engagement and team building activities.

**Felix Hospital (NABH & NABL), Noida Sr. Executive - HR Nov'2017 - Jan'2019**

**Job Accountabilities:**

* Handling payroll, Process salary, over time & conducting salary audit.
* Maintain attendance & leave records.
* Process full & final settlement.
* Managing entire recruitment cycle, new hire management, induction and on boarding.
* Maintaining employee’s personnel files/ Consultant’s credentials as per NABH Guideline.
* Responsible for PMS Cycle.
* Sending Quality Indicators (as per NABH) for every month.
* Conduct employee Satisfaction survey & prepare its analysis.
* Conduct employees’ Rights & Responsibilities survey & prepare its analysis.
* Maintain HRIS & Handling HRMS Software.
* Handling employees Grievance & SPOC for all Nursing / Support Staff.

**Wonderland Multimedia, Lucknow Executive - HR and Admin Sep'2011 - Nov' 2017**

**Job Accountabilities:**

* End to End Recruitment - screening, short listing, conducting interview
* Complete on-boarding and induction.
* Prepare various letters- Offer, Appointment and experience.
* Manage Duty Management System Software (DMS).
* Maintain & Update HR records.
* Maintain attendance& leaves records.

**ACADEMIA**

* MBA (HR) from U.P. Technical University, Lucknow in 2011.
* B.com (Hons.) from MJP Rohilkhand University-Bareilly in 2009.

**PESNONAL DETAILS**

* Date of Birth September 1st-1987
* Gender Female
* Marital Status Married
* Linguistic Ability English & Hindi

**Date: (Signature)**

**Place: Arfa**