

Aprajita Srivastava

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CAREER OBJECTIVE

To work in a challenging and creative environment in HR field that will allow me to utilize my education, increase my knowledge and further polish my skills so that I could effectively contribute towards the goal of the organization.

PROFESSIONAL EXPERIENCE

Nova IVF Fertility Pvt Ltd, Bangalore

Executive – HR Generalist (Dec 2021 to present)

Organization Snapshots

Nova IVF Fertility (NIF) is the among the largest service providers in fertility treatment. NIF aims to provide advanced Assisted Reproductive Technology (ART) in India on par as to what is available globally.

In addition to providing core procedures such as IUI, IVF and andrology services, NIF offers several state-of-the-art technologies such as vitrification for preserving embryos and eggs, embryoscope and ERA (Endometrial Receptor Array) to find out the timing of the uterus capacity to accept embryos.

Key Responsibilities:

HR Generalist as Embryology-PAN India & Center HR

Role & Responsibilities:

Dealing with end-to-end responsibilities of both above mentioned key responsibilities.

- ◆ **Recruitment:** Sourcing and shortlisting of candidates from different portals like Naukri, social media, referred CVs, LinkedIn & co-ordination and conduction of Interviews with Head of Departments, negotiation and releasing offer letter.
- ◆ **Health Checkup Management:** Co-ordination for all pre-employment health checkups before joining till final check- ups and maintaining all health checkups documents.
- ◆ **Onboarding:** Manual along with cloud ERP, Maintaining and preparing file, Welcome Note, preparing Appointment Letters, releasing of ID cards, Insurance dockets.
- ◆ **Life cycle Management:** Preparation of different types of letters (validation/transfer/entity change/re-designation) on requirement, grievance handling, roster uploads, birthday mails & celebration
- ◆ **Payroll:** preparation of final updates, all types of inputs: attendance, LOP/LOPR, Maternity, Transfers, entity change, validation, re-designation/promotions etc.

- ◆ **Compliance:** Preparation of all agreements, renewal on time, query handling, continuous checks to the grievances.
- ◆ **Exit Management:** giving inputs to payroll teams, tracker of all data (entity change/transfer/redesignation/travel)

Medica Superspecialty Hospital, Kolkata **(June 2018 to November 2021)**

Organization Snapshots

Medica Superspecialty Hospital at Kolkata serves as the hub for our chain of hospitals in Ranchi, Siliguri & Rangapani (North Bengal), Patna (Bihar), Kalinganagar (Orissa), and Tinsukia (Assam).

Key Responsibilities:

Recruitment, joining formalities, maintain employee database, Payroll Input Preparation, Leave Management, Attendance management, Statutory Compliance, Exit Formalities

Role & Responsibilities:

- ◆ **Recruitment:** Candidate shortlisting (from different applications like Naukri, social media, referred CVs), co-ordinate with departments, scheduling interview for candidates.
- ◆ **Joining Formalities:** Issuance of Appointment Letters to the New Joinees as soon as they join and submit the required documents. Maintaining and preparing New Joinees personal file. Sending information to IT & Admin department for the new joinee requirements. Onboarding (Manual along with cloud ERP), Welcome Note, preparing Appointment Letters.
- ◆ **Health Check-up management:** Co-ordination for all pre-employment health checkups before joining, scheduling of annual health checkups for existing employees till final check- ups and maintaining all health checkups documents including COVID reports.
- ◆ **Exit Management:** Manual and Software Clearance of all resigned and Absconded staffs, Calculation of Full & Final Settlement, Relieving Letter, Experience Letter, Full and Final Settlement Letter, Termination Letter.
- ◆ **Maintaining Employee Database:** Maintain the database daily basis as per new joinee, exit employee and any other changes like salary revision, promotion, transfer, Bank details. Employees pay slip generation and distribution of every month.
- ◆ **Leave Management:** Maintain the leave register and approve as per employee's leave balance.
- ◆ **Attendance management:** Single punch issue solving, Shift change issue correction, Daily report on attendance. Handling Biometric Attendance Machine and generation of daily/ Monthly Attendance/ Late Coming Reports from its software.
- ◆ **Exit Formalities:** Relieving Letter, Experience Letter, Full and Final Settlement Letter, Termination Letter, Calculation of Full & Final Settlement.

Key Skills:

- ◆ Working: - Joining Formalities, Exit Formality, Leave Management, Employee Relation etc.
- ◆ Package: - Matrix (Cosec), Bio-Metric systems, Adrenalin & HROne (HRMS), MS-Office 2000, XP, 2003, 2007, 2010 (Word, Excel, Power-Point, Outlook)
- ◆ Operating System: - Windows (2000, Vista, 7).
- ◆ Internet Browser: - Internet Explorer, Google Chrome, Mozilla Firefox, Opera.

SUMMER INTERNSHIP / LIVE PROJECTS

- Underwent rigorous summer internship from Future Group Big Bazaar on “HR policies at Big Bazaar”, Allahabad from 7th June 2017 to 19th July 2017.

PROFESSIONAL/ACADEMIC QUALIFICATIONS

- MBA in Human Resource Management, as major [& Marketing as minor] specialization in 2018, from Abdul Kalam Technical University.
- Completed B. Tech (Chemical Engg) in 2016 from Teerthanker Mahaveer University, Moradabad.

PERSONAL DOSSIER

Date of Birth : 31-March-1993
Passport No. : Z4182154
Hometown : Prayagraj (UP) 211008

DECLARATION

I, Aprajita Srivastava, hereby declare that the above furnished information is authentic to the best of my knowledge.

Date: 29-06-2022

Aprajita Srivastava