

SUMMARY

Personable and dedicated Human Resource Executive with 5+ Years of experience in core HR activities such as Onboarding and Administration, Issuance of HR Letters, Exit Documentation, Hands-on with HRIS and Separation.

PROFESSIONAL EXPERIENCE

INCEDO INC

Human Resource Consultant

Chennai

October 2021– till date

- Manage all Day 1 HR related tasks including pre and post hire documentation, Employee Benefits program, New hire Welcome sessions & orientation.
- Liaise with internal teams to create corporate accounts for new employees.
- Address new hires' queries regarding their contracts and payroll.
- Introduce new hires and schedule Reporting Manager connects with respective teams.
- Update employee records with new hire information and/or changes in employment status.
- Gather candidate experience feedback from new hires.
- Issue Offer/Appointment Letters to the New joiners.

INNOVA SOLUTIONS PVT LTD

Senior Executive HR

Chennai

June 2017– Sept 2021

- Delivered effective support in all the activities -new joiner onboarding, BGV process, and leave & attendance management, new hire orientation programs.
- Played a key role in all HR operations from BGV initiation to exit formalities and ensuring regular follow-up with the vendors for timely closure of the same.
- Managing employee daily attendance through customer gateways and timesheets.
- Acting as an information channel for Senior Management & HR Team; enabling communication between customers, Management and Intra teams.
- Formulating different types of monthly MIS reports like timesheets & leave status reports, BGV records, Attritions and head counts.
- Coordinating with the Finance Team on Payroll inputs for the employees working in PAN India.

ACADEMIC PROFILE

Master of Business Administration in Human Resource Management, Chennai

ADDITIONAL SKILLS

- Onboarding and New Hire Formalities.
- Proficient in handling HRIS (People Strong & Darwin Box)
- Interpersonal Communication and administration.
- Multi Lingual (English, Hindi, Marathi, Tamil & Malayalam)