

Sarojini

E-Mail: Sarojinir2023@gmail.com

Mobile: 6382479355

Location: Hyderabad

Objective

To contribute to the success of organization, which provides me the platform to portray my technical and managerial skills and hence allow me to strengthen my knowledge and capitalize on every given opportunity.

Skills

- Policy optimization
- HRMS proficiency
- Compensation and benefits
- Attendance and leave management
- Employee engagement
- Employee handbook development
- Onboarding
- Training & Development
- Team & Calendar Management
- Building morale
- Statutory Compliance
- Payroll Processes
- Recruitment & hiring
- Employee grievance handling
- Induction and orientation
- Exit Formalities
- Performance management
- Client Handling

ATS: Zoho and Ceipal

Tools: Gsuite, Microsoft, Zoom, Skype

Job Portals: Naukri, indeed, LinkedIn

Payroll: Quickbooks, Greythr

Educational Qualifications:

MBA (Finance & Marketing) – Sathyabama University, Chennai – 2018 – 85%

BE (Civil) – MNM Jain Engineering College, Chennai – 2016 – 70%

Higher Secondary – RR Cambridge Matriculation School, Kallakurichi – 2012 – 90%

SSLC – RR Cambridge Matriculation School, Kallakurichi – 2010 – 84%

Experience

HR Specialist – Jan 2021 to Feb 2023 – LRS Services Pt. Ltd. – Noida (Remote)

Responsibilities:

- Managing day to day HR operations processes to ensure timely and accurate execution of transactions
- Onboarding new employees, including complete and accurate records management, new hire paperwork, orientation and training program coordination.
- Recruiting candidates for the internal teams
- Co-ordinating with the team member on their daily activities and providing guidance if required.
- Handling Clients for the requirement and invoices
- Keeping a track of attendance, leaves and absenteeism of the employee's
- Arranging One to One discussion with Employee & Manager.
- Taking care of enrolling new employees to PF, ESI, and General health insurance.
- Assisting with Performance management process, including setting performance goals, conducting reviews and other performance management activities.
- Scheduling meetings, follow up with managers on tracking PIP progress, monitor constantly PIP progress updates & send follow ups
- Supports learning and development programs and initiatives that provide internal development opportunities for employees
- Maintaining HRIS and ensuring accuracy in database
- Planning events, activities regularly or on some occasions for WFH team
- Responsible for completing the relieving formalities exit interviews and Full and Final settlement for left employees.
- Performing Background checks and Verification as per the company policy
- Validating salary pay out register based on the input shared by client and forwarding the same to respective manager for approval
- Ensured payment of statutory dues including TDS, PF, ESI, PT, Mediclaim Insurance, Gratuity
- Implementing rewards, value-based and innovative People Engagement activities
- Address employee's requests and grievances in a timely manner.
- Monthly attrition data shared with the senior management team.
- Preparing & sending reports and dashboards on weekly and monthly basis.

HR Executive – July 2018 to Dec 2020 – Innoppl Inc. – Chennai

Responsibilities:

- Managed day to day HR activities and coordination with external and internal departments
- Generated various letters - offer letters, appointment letter, confirmation letter, probation letter, Relieving & Experience letter
- Handled joining formalities for the new employees
- Distributed welcome kits to the newly joined employees
- Coordinated with IT teams to allot system to the new employees
- Supported for Manpower Requirements
- Handled the Attendance & Leave Management systems to ensure accurate payroll inputs.
- Maintained expenses report daily basis on petty cash, reimbursement, night shift allowances
- Vendor Management
- General Admin Activities (arrangement of stationary to all employees, coordinating for business cards, id cards and bank account opening for new joiners).
- Prepared the salary of employees in Excel sheet with details of bank account, attendance, LOP check-up, and leave balance, deduction of PT, PF, ESIC and TDS.
- Responsible for completing the relieving formalities exit interviews and Full and Final settlement for left employees
- Assisted in development and implementation of human resource policies
- Maintained personal files, personal records and confidential records of all employees,
- Conducted Happiness Surveys quarterly basis
- Distributed pay slips and any statutory documents/certificates to employees.
- Worked as an initial point of contact for employees and resolve queries as necessary allocate to the relevant member for resolution.
- Resolved HR tickets assigned
- Updated personal file & HRIS with respective appraisal.
- Prepared monthly, quarterly and yearly report.
- Arranged the documents for the Audit.
- Conducted grooming audits & make sure staff at the proper level are groomed at all times