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**Career Objective**

Seeking a challenging career in Human Resource within a progressive organization which will utilize my skills, experiences and education in management whilst contributing to the development of the organization.

**Key Skills**

* Recruitment
* Compensation & benefits
* Prepare final & leave settlements
* Confidentiality Maintenance
* Prepare Business Memos
* Travel Arrangements
* ERP (Pay Manager)
* Payroll processing
* Office management
* Documentation
* Employee relations
* Visa/ Medical
* Leave & absence management
* Business correspondence

### Work Experiences

**Golden Group of Companies Muscat, Oman**

**HR Executive July 2014 – Nov 2015**

**Recruitment**

* Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
* Short listing the resumes based on desired skills and experience.
* Advertising vacancies and conducting telephone and personal interviews in coordination with departmental heads.

**Payroll**

* Manage and process monthly payroll for all division (**construction, hotel, real estate, furniture showroom)** on ERP (pay manager)
* Update payroll detail on regular basis.

**HR Administration**

* Preparing final & leave settlements, gratuity, leave salary and all employee benefits on ERP software and respond to queries regarding employee pay and leave balances.
* Compilation & processing of attendance data in TAMS and prepare absent deduction memo’s.
* Create and maintain the electronic and manual records for employees including personnel files, payroll records, annual and sick leave records.
* Create and maintain an effective departmental filing system, ensuring all correspondence and certification is appropriately filed, ensuring strict security and confidentiality.
* Draft letters and announcements including welcome notes, NOC’s, termination, offer letter, appointment letter, increment letter, service transfer letter, absenteeism memo, warning & deduction letter, showcase notice, experience/service certificate and reliving letter as required.
* Coordinate with **Atlas hospital** and arrange medical for employees as per requirements.
* Keeping records of medical detail in system in proper way and submit to General Manager on monthly basis.

**Visa & Passport**

* Coordinate with PRO to monitor and maintain up to date records of visas, resident cards, and passports.
* Arrange resident cards/passport renewal as per requirements.
* Arrange flight tickets related to annual leave or final exit cases and coordinate with PRO to cancelation.

**Employee Relations**

* Arrange flights, visas, accommodation and transport for new employees and candidate interviews.
* Assist with on boarding arrangements for new employees and exit arrangements employees leaving
* Assist in the development and effective implementation of policies and procedures

**State Street Syntel Pvt. Ltd Mumbai, India Associate Mar 2012 - Nov 2013**

**Process:-Transfer Agency**

* Update clients detail (Bank detail, name, contact numbers, documents) on system as per client post.
* Placing Deal and Stock transfer as per U.K clients Instructions.
* Add executors on deceased client’s account and release payments as per client posts.
* Released outstanding payments to the clients by cheque or TT within T+ 4 working days.
* Checking quality of processed work (Repurchase, Repsett, and Stock transfer) before the valuation time and giving feedback to processors.

**Della Tecnica Pvt. ltd Mumbai, India**

**Account Assistant**: **Oct 2010 - Jan 2012**

* Performed full charged bookkeeping and Kept track of company on Tally software.
* Responsible for daily cash reports, budgets and financial reporting.
* Duties included bank deposits, bill payment, set up and maintaining assets.

**Educational Qualification**

* **M.B.A in finance -** Welingkar Institute of Management, Mumbai in 2013
* **B.Com in 2009 -**V.B.S Purvanchal University, UP in 2009.

**Additional Courses**

* **Advance Diploma in Business Administration -**Welingkar Institute of Management in 2012.

**Computer Skills**

* MS- Office (Word, Excel, PowerPoint)
* Internet & E-mail.
* Tally 9.0

**Awards & Achievements**

* Achieved 3 times Syntel champ for best performance in the month of August, December 2012 and March 2013 from UK Client.
* Achieved Simple Team Value award from C.E.O and vice President of Syntel.
* Achieved appreciation mail from UK clients.