**TANZIA**

Sr. HR Executive

### Qualifications

**Bachelors Degree in Computer Science –** K.L.E Society’s S.Nijalingappa College,Bangalore,Karnataka – 2010

### Computer Skills

MS Office

MS Outlook

Windows Operating System

Social Network

**Personal Details**

Nationality : Indian

Date of Birth : 24.08.1987

Gender : Female

Father’s Name : Syed Malik

Languages Known : English, Hindi, Kannada & Urdu

Marital Status :Married

## EXPERIENCE

**ALP CONSULTING LTD. Bangalore – 4+ yrs**

**Roles & Responsibilities as Sr.HR Executive :**

* **Induction & Joining Formalities**
* Plan, organize, and conduct induction programs, devise the orientation plan for the new joiners.
* Complete the joining formalities and release the offer i.e. Collect the required documents, creation of login id for attendance / introduce and set the KRAs for new joiners
* **Performance Appraisal:**
* Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management Attendance, Payroll & Salary.
* **Administration:**
* Following up with the employees for their attendance in Time Management System for the salary process.
* Sending the Input Reminder to all the employees/Clients to get the input on time.
* To coordinate with the finance for monthly payroll system, make necessary entries for new joinees, separation cases, unpaid leave.
* To co-ordinate with the Invoice Team for the pay register & invoice.
* To Co-ordinate with Client Finance Team for the Payment to receive on time.
* **HR Policies, Procedures & Processes:**
* Keep a track of records to the procedures, processes formats / forms in line with Organizational goals.
* **Reimbursement Process**
* Travel Claims processing
* Mobile Claim Processing
* Shift Allowance Processing
* **HR Administration & Welfare:**
* Verification of documents and employment screening/background verification of new joined employees i.e. verification report includes:
* Conducting employee connect every month.
* Clarify the Employee Grievance with reference to payroll & policies.
* Maintain & Update the Daily/Weekly/Monthly MIS report,
* Full & Final Settlement and Exit Process:

## **Personal Skills**

* Dynamic and result-oriented individual with wide range of experience in HR.
* A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
* Self-motivated professional who achieves results and has superior ability to coordinate and perform several tasks simultaneously.

Achievements

* Recognized as “Best performer of the Quarter” in 2015.
* **Full & Final Settlement and Exit Process:**
* Conducting exit interview process for resigned employees
* Processing the Full & Final Settlement of the employees
* Issuing the Experience/Relieving/Service Certificate etc.
* Providing the necessary inputs to Payroll/Finanace Team to de-activate the employee code of the resigned employee’s end of the month with list of employees resigned in the respective month.
* Managing various payroll processing, Labour Laws-CLRA, Income Tax, TDS and statutory (PF,ESI & PT).
* Preparing the MIS Reports & Reports Analysis.
* **Payroll:**
* End to end processing of company payrolls.
* Collate payroll information, process, produce reports, journals and file**.**
* Prepare and remit monthly superannuation contributions and quarterly employee statements.
* Prepare and process journals for employee provisions.
* Preparation of payroll related reports for managers.

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