## Ms. RUPINDER

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**Seeking challenging assignments in Human Resource Management with a reputed organisation**

**PROFESSIONAL SYNOPSIS**

* **A competent HR professional** with **overall 6 Years** of experience in Human Resource Management.
* Experience in entire HRM (**Manpower Planning, Recruitments, Induction & Trainings, Organisation culture, Attendance and Leave Management, Payroll Management, Separation, Employee Welfare/Health/Safety issues, Statutory compliances viz. PF, ESI, etc**).
* A keen communicator with the ability to relate to people across all hierarchical levels in the organisation.
* Excellent analytical, organisational and interpersonal skills.

**CAREER CONTOUR**

***Jul ’09 to Nov ’14 MAX Hospital (Pushpanjali Crosslay), Vaishali, Ghaziabad, India as Sr. Executive-HR***

**Accountabilities:**

**Manpower Planning & Recruitment**

* Analyzing the existing workforce and understanding the need of recruitment of a vacant position
* Sourcing, screening, assessing and short listing candidate profiles as per skill requirements
* Pre-joining formalities; checking of original documents, issuing offer letter, explaining HR policies and salary structure to the candidate

**Training**

* Designed and implemented ‘Induction Training’ Manual and schedule
* Training needs identification for new joinees and other staff in consultation with departmental heads
* Induction training for new joinees
* Responsible for drafting monthly training calendar of HR and preparing quarterly training reports
* Seeking feedback from trainees to ascertain effectiveness of the training programmes. Evaluation of training feedback forms

**HRMS-ERP**

* Generation of employee codes and customizing HRMS templates viz. Salary, Shift, PF & Leave templates
* Attendance processing, pay slip generation
* Entry of bank account numbers, ESI and PF account numbers for new joinees in software
* Responsible for updating any administrative changes in HRMS
* Reports from HRMS viz. In/Out Time Entry Report, Master Summary Report, Leave Record

**Payroll Management**

* Salary computation and bifurcation
* Responsible for salary preparation for entire staff
* Attendance compilation; ensuring completeness of attendance and leave record at every month end

**Separation/Exit Formalities**

* Handled clearance formalities, tracking submission of No Dues Form and liasioning with Finance department for smooth processing of the same
* Prepared full & final settlement for the separated employees, scrutinizing of relevant deductions, leave encashment, notice period
* Accountable for consolidating resigned staff list & sending it monthly to everyone in the organization
* Assessment and analysis of the causes for separation of exiting employees through evaluation of Exit Interviews

**ESI**

* Prepared ESI Temporary Identity Certificates online and issue them to employees

**MIS**

* Responsible for fortnightly, monthly and quarterly training reports
* Monthly attrition reports
* Employee master report on weekly basis
* Compilation of KPIs data

**Staff** **Recreation**

* Initiated and organized stress relieving fun activities every month for employees

**Key Highlights**

* Proficient in handling the entire gamut of HR process from manpower requisition to separation
* Formulated and initiated the process of Attrition Rate
* Accountable for managing Staff Requisition Forms
* Responsible for organizing and managing Trainings
* Fun activities for stress management of employees

***Sep ’08 to Jun ’09 Indraprastha Apollo Hospital, New Delhi as Assistant Officer-HR***

**Accountabilities:**

* Managing recruitments; sourcing and screening candidate profiles, calling prospective candidates
* Pre-joining formalities; ensured completion of pre-employment medical investigation form before joining, preparing offer letter, salary structure
* Joining formalities; filling up of joining reports and legal formalities, ensuring that all academic and necessary documents of the candidate are filed, making new joinees familiar with policies, rules, regulations and culture of the organisation
* Preparing appointment letters and contract renewal letters, maintaining personal files of employees
* Training needs; preparing induction schedule, identifying training needs for new joinees and ensuring timely communication to the Training & Development Cell
* Handled the leaves and attendance record; responsible for feeding of duty rosters and leaves in the leave management system, preparing leave balance reports
* Payroll management; payroll entry, attendance compilation, leave encashment, reimbursements and deductions
* Separation; handling clearance formalities, preparing relieving letter, exit interview formalities
* Reports; responsible for preparation of mediclaim/accidental insurance and gratuity reports weekly and monthly respectively, generating monthly report from HRIS software

**Key Highlights**

* Accountable for creating & processing salaries and issuing appointment letters.
* Independent handling of the ‘Retention Reward Payout Scheme’ since its inception.
* Skilful liasioning with the recruitment/ad agencies for external advertisement of vacant positions in the organisation.

**ACADEMIC CREDENTIALS**

**M.B.A. (HR) – Ist Division**

Institute of Management & Technology, Ghaziabad in 2008

**B.Sc. (G) Computer Science – Ist Division**

Delhi University in 2004

**Bachelor of Information Technology – Ist Division**

Indira Gandhi National Open University in 2004

**Higher Secondary – Ist Division**

A.I.S.S.C.E. in 2001

**ACHIEVEMENTS**

Proficient in academics and have always been awarded with certificates and trophies for my academic excellence.

Participated in singing & dance competitions and sports activities at national level and won gold, silver medals, trophies and certificates of merit.

**PERSONAL DOSSIER**

Date of Birth : 17th January, 1984

Marital Status : Married

**Dated : (RUPINDER )**