Rmma

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**HR PROFESSIONAL**

12 Years of Experience HR Generalist and HRIS Management Domains.Graduated from Narsee Monjee College of Commerce and Economics.Diploma in Business Administration from NMIMS

Currently associated with Religare Finvest Limited as a Senior Manager - Process owner of HRIS

Worked on diversified HR portfolios including talent acquisition , HR Operations , Payroll processing, Induction and other HR profiles.

**ORGANISATION EXPERIENCE**

**1) Religare Finvest LTD- Sr.Manager HR (Jan 10 till Date )**

Responsibilities handled:

* Process owner of HRIS across Entities Globally .(HRIS – Adrenalin)
* Dash Boards,MIS related to HR data – source mix, attrition , recruitment , consultants etc.
* Vendor management ( consultants, external stake holders , IT ,HRIS vendors )
* Handling Internal Audits on various HRIS processes
* Working on recruitment portal for Mandates given by Business
* Encouraging team building activities.
* Generating high-end and HR Offers (from system as well as off line )
* HR Personal file maintenance and validation
* Facilitate Chief people officer in is Day to day work.

***Achievements: -***

* Have done development of new modules in HRIS ( Dual reporting system, Confirmation separation, E-Filing, PMS ).
* Have headed the process of upgrade of HRIS from service Pack 7 to 9.
* Created new instance and divided the population businesswise.
* Have been able to recover cost from the consultants for the attrition that happened before the replacement clause mentioned in the consultant agreements.

**2) STAR India Pvt Ltd- As an Asst to Sr VP - Ad Sales - Star Network ( Jul 08 - Jan 10 )**

Responsibilities handled:

* Coordinating with Clients and Agencies (Customer Relations)
* Weekly Reports /Dash boards / MIS for updates on Channels and competition
* Monitoring Target V/S Sales
* Analyzing weekly revenue reports.
* Order Booking and inventory management for Ad Sales.
* Sponsorships booking for Specific Channels.
* Scheduling Meeting/Arranging for conferences & meetings

**Achievements**  
Received a letter of appreciation from the HR to successfully arrange the logistics management.

**3) APC-MGE- It's a part of Schneider Electric PVT LTD as an Executive HR  
( Dec 06 - July 08 )**  
Responsibilities handled:

* Total employee strength - 200 employees with HR of only 2 People
* Tracking the entire payroll process
* Calculation of incentives and Bonus disbursement
* Handled complete ESOP for MGE UPS Systems PVT INDIA - Schneider Group
* Planning Induction Program for Management Trainees
* Conducting Training for HR Section for Management trainers
* Tracking and Resolving various employee grievances and payroll related issues
* Collecting Tax declaration and proofs and accordingly coordinating with Payroll team
* Conducting interviews and finalizing candidates for executive level
* Solely responsible for group medical claims and coordinating with the paramount services for claims process.
* Conduct exit interviews and highlight issues and concern areas
* Initiated and Developed Quarterly magazine for MGE UPS Systems INDIA PVT LTD
* Coordinating for HR Transactional Work
* Maintaining the entire Employee files and HR Related Data including their background verification reports.
* Taking care of the entire administration of Mumbai Office.

**Achievements**

* Single handedly completed the Schneider ESOP subscription for MGE India  
  (Won an Award from - Schneider Electric)
* Have successfully initiated and launched APC MGE Internal Magazine.

**4) Jyothy Laboratories Ltd in Marketing Services Department as an Officer Sales Administration. (March 02 - Oct 06)**Reporting To: Sr. VP Marketing   
  
Responsibilities handled:

* Co-ordinating with a team of 22 members in a division
* Analysis on JLL market & other Brand Category Markets/ penetration across regions .
* Monitoring sales/ stock of all products at different level in the market all over India.
* To make dispatch schedules for all the Products from factory to different states.
* Fixing up & monitoring the sale target / achievement and thus calculate their incentives.

**EDUCATION DETAILS:**

SSC Board School from St Louis Convent High School (1996)

B Com Graduate from NM college of Commerce and economics (2001)

PGDBM from NMIMS (2003)

MBA from Symbiosis ( Distance learning )(2012)

**Computer DAST course ( 2 years ) from CMC Ltd (2001)**