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|  | **Kishori** **Kishori.374589@2freemail.com** |
| **Profile Snapshot** | To carve a niche for myself in the field of Human Resources and align my career goals with those of the organization. Thus creating and adding value to myself and the organization. |
| **Key Skills** | * HR Generalist Affair
* Payroll processing
* Employee Life Cycle Management
* Administration
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| **Experience****Summary****Experience****Summary****Education :** | **Constrologix Engineering and Research Services Pvt Ltd**  (May’15 till Mar’17.) ConstrologiX Engineering & Research Services Pvt. Ltd. is a Professionally Competent,  Reliable & Trustworthy, NABL Accredited lab. **Executive – Human Resources and Administration** **Roles and Responsibilities-**1. **Recruitment:**
* Coordination with Technical panel and understanding their requirements, defining job positions.
* 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, screening and short listing resumes.
* Conducting telephone and Personal interviews in coordination with departmental heads.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
1. **Induction** -
* Chalking out induction program for all new joiners’, which includes all department heads coming together for a comprehensive session with the new employees.
* Organizing site visits for all new entrants.
* Organizing safety equipment trainings for all new entrants of the technical field along with induction sessions.
1. **Employee life cycle management** -

 * Facilitate smooth on-boarding of new joiners’ Issuance of Appointment letter and Welcome Kit.
* Checking of educational and professional documents & creating, maintaining employee’s personal file. Maintaining new joiner’s data in system.
* Facilitate creation of unique employee code, bank account opening, email Id creation etc.
* Employee Appraisal & Confirmation.
* To assign employee task with their heads.
1. **Employee Connect programs** –
* Conducting activities like theme based online quiz, birthday celebrations, Fun games and activities for employees on a monthly basis.
* Sending birthday mails & Wishing festivals mails.
* To arranged employee meet & discuss their problems.
* Resolving their problems smoothly.
1. **MIS and HR Budget** –
* Maintain monthly HR-MIS and submit it for budgeting and forecasting purpose.
* Maintaining Monthly Manpower graph.
* Maintaining Statutory Compliances Report’s.
* Keep attendance & leave records.
1. **Disciplinary procedures** –
* Handling absconding, termination related aspects.
* Addressing with the legal officer for issuance of legal notice as and when required.
* Sending late comer’s mail to respective employees & their managers.

 1. **Payroll processing -**
* Collecting attendance and compilation on month end.
* Preparing salary sheets in SPP.
* All Statutory compliances PF, ESIC, Bonus, & Gratuity
* Maintaining leave records
* Maintaining recoveries, salary advance ,meal coupon recovery etc.
* Preparing payslips , remuneration sheets.
1. **Exit Formalities -**
* Completing clearance activity of employees.
* Conducting exist interviews.
* Processing experience and relieving letters of left employees.
1. **Administration –**
* Answering phone calls, scheduling meetings, finalising vendors, took minutes during staff meetings
* Enforcing the safety policies within the environment
* Travel Management
* Managed day to day calendar for company directors
* Issuing ID cards, visiting cards & business cards
* Establishing stationary requirements for the office
* Updating database with confidential and relevant information
* Documentation – filing – hard copies and soft copies as well
* Managed and maintenance of the IT and fix assets inventory
* Communication with the telecommunication company for any issue related to mobile lines for new and existing staff.
* Monitoring housekeeping activity
* Accounting -handled petty cash, cheque entries, managed payable and receivable entries
* Given assistance to legal officer for documentation for legal documents- asset’s insurance, MOM, MOU, Agreements etc.

 **Uptime Infratel Services India Pvt Ltd**  (Jan’11 till Apr’15)Uptime Infratel is a telecom infrastructure and energy management solutions providing company. It caters to several of the world’s largest telecom operators, equipment and technology providers and tower owners, including Indus Towers, American Towers Aircel, Vodafone, ZTE, Ericsson, Nokia Siemens, Alcatel Lucent, Huawei and ECI. **Executive – Human Resources** **Roles and Responsibilities-**1. **Recruitment** – Operators & Staff level position
* Working out the manpower requirements in the organization.
* Identification of Vacancies & seeking their Approval.
* Screening and short listing of CV’s for various positions.
* Conduct interview (HR round)
* Joining formalities.

 **2. Induction & Joining formalities*** Sending induction schedule email to all employees with details of new joiner & date of joining.
* Sending welcome note to all hires with their employee id.
* Conducting joining formalities for the new entrants.
* Maintaining and recording the data of the new joiners into the system.
* Coordinating with new employees for getting acknowledgment copies of various joining documents.
* Addressing queries of new joiners.
* Conducting initial induction program with classroom presentation.
* Maintaining new hire tracking report, exit tracking report.
* Maintaining management headcount & attrition report on quarterly basis.
1. **Training and Development**
* Identification of training needs through skill matrix.
* Preparing the training calendar based on needs.
* Preparation of training budget.
* Organizing training programs.
* Organizing Trainings and Outdoor Workshops.
* Fixing up the consultants for training
* Evaluating effectiveness of training
* Maintain all required documentation

**4. Wages and Salaries*** Keep attendance and leave (P/L, C/L, S/L and C/Offs) records.
* Preparation of wages statement from thereof.
* Grievance handling and answering the queries related payment issues (Canteen Deductions, reimbursements etc)
* Settlement of advances, bills & Reimbursements.
* All Statutory compliances PF, ESIC, Bonus, & Gratuity.
* Factory License Renewal & Returns.
* Leave Encashment.

**5 Administration -*** Look after canteen management
* Transportation management
* Housekeeping mgmt
* Office Assistant Planning

**GTL Ltd, Pune, as MIS cum HR Assistant** (Mar’10 to Dec’10)**MIS cum HR Assistant** **(Reporting to Sr. Executive-Human Resources)****Roles and Responsibilities-*** To Plan, coordinate & execute end to end recruitment and Co-ordination.
* Screening, shortlisting, taking telephonic rounds & following up with candidate for scheduling interviews
* Following processes & maintaining internal database of candidates
* Job posting using LinkedIn, naukri portal
* Maintaining database of the employees
* Employee engagement activities like birthday’s celebration,fun activities, etc.
* Maintaining employee’s attendance on regular bases
* Form filling &documentation
* Compliances
* Grievances Handling
* Assisting in appraisal process
* Employees ID Card issue
* Joining Formalities
* Employee Exit Formalities

**Academic Performance** * Masters in Business Administration (MBA-HR) 2014 from JNU
* Masters in Computer Management (MCM) 2009 from Pune Univesity
* Bachelor in Science (BSc) 2006 from Pune University

**Personal Details**  Date of Birth : 15-Aug-1988  Language Proficiency : English, Hindi & Marathi Visa Status : Visit visa (1st Oct 17 to 30th Dec 17)  |
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