**RESUME**

**Sipika**

Email :- [sipika.375171@2freemail.com](mailto:sipika.375171@2freemail.com)

Seeking Middle Level Assignment in Human Resources Management (HRM) with Growth Oriented organization.

**PROFESSIONAL SNAPSHOT**

* **Talent Acquisition:**
  + Managing Job Portals & Vendors
  + Scheduling& conducting interviews
  + Preparing& negotiating salaries
  + Conducting & coordinating interviews
  + Planning & managing walk in interviews extensively
* **Training and Development:**
  + Managing training cycle
  + Implementing training programs
  + Maintaining training yearly calendar
  + Coordinating external training
  + Post Training feedback from employee and Manager for training effectiveness
* **Employee Engagement & Welfare:**
  + Have organized lots of event which counters Employee Engagement
  + Managing recreational activities
  + Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.
* **HR Operations:**
  + Facilitating goal setting

- Creating files of new joinees

**EDUCATIONAL BACKGROUND**

* Master of Business Administration from IPS Academy, Indore Affiliated from Devi Ahiliya Vishwavidyalaya.
* Bachelor of Administration from Maharaja College, Ujjain

**EMPLOYMENT PROFILE**

1. **ARS HR Professionals Pvt Ltd**

Designation: HR OFFICER

Tenure : 02th Feb 2015 to 24 Dec 2015.

Software’s Used: SAP-HCM

**JOB ROLES AND RESPONSIBILITIES:**

1. **Payroll Administration:-**

* Maintaining Master Data
* Collecting New hire’s documents
* Preparing salary structure
* Collecting payroll Inputs- salary structure, attendance, incentive, reimbursement, recoveries, Leave updation & tracking
* **Payroll Processing:-**
* Processing received inputs
* Calculating Gross Salary
* Calculating Deductions
* Validating payroll inputs
* Preparing Bank transfer file

1. **Full & Final settlement:-**

* Notice Pay/ Notice Pay Recovery
* Leave Encashment
* Gratuity
* Reimbursements / Allowance-Medical, LTA, Petrol,
* Any other payments / Recoveries

**D) Reports Generation:**

* Payroll Report
* Salary Comparison Reports
* Reimbursement Reports
* Leave Registers
* Any other report as per requirement.

1. **NDPS (New Digamber Public School)**

Designation: HR Officer Cum PA.

Tenure : November 2009 to April 2013.

**JOB ROLES AND RESPONSIBILITIES:**

* Managing the staff recruitment process.
* Managing on boarding process and induction
* Contribute office admin task as the need arises and as circumstances allow.
* Maintain and update waiting list and liaise with Principal regarding potential enrollments.
* Support executive staff in clerical, administrative and organizational matter and delegate to receptionist as necessary.
* Preparing Final settlements, Gratuity, leave salary and all employee benefits.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
* Keeping track of Confirmation, Appraisals, and Increments of employees.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
* Introducing new formats as well as procedures in order to smoothen the overall recruitment Process.

1. **APLUS STAFFING SOLUTIONS**

Designation: HR Recruiter.

Tenure : December 2007 to October 2009

**JOB ROLES AND RESPONSIBILITIES:**

* Recruitments utilizing various sourcing method like Web portals (Naukri, Monster, Times Jobs
* Referring Internal Database, Employee referrals etc.
* Screening & short-listing candidates profile as per the requirements of clients.
* Providing dual services, acting as an interface to match job seekers (potential employees) to both siness clients (employers) through identifying and assessing candidate skills and employer requirements.
* Building and developing relationships with new companies to widen the client base.
* Interacting with candidate, doing initial screening. Understand their competencies skill sets, making them understand job role.
* Arrange interviews with the clients by providing detailed information about business strategy, job descriptions, and expectation.
* Interviewing candidates on behalf of employers, discussing types of work they are looking for, collecting any references, legal checks and requirements, using marketing and business knowledge to extend company contacts and evaluating employers' business needs.
* Headhunting - approaching suitable candidates; managing interviews, and considering candidates

**IT SKILLS**

MSCIT

MS office: MS word, MS Excel, MS power point

SAP - HCM

**COURSE**

Completed "SAP-HCM Overview Training Course" from ARS HR Professionals Pvt Ltd

**(SAP HCM - OM, PA, Payroll, Travel Management)**

**PERSONAL DETAILS**

Name : Sipika

Marital Status : Married

Sex : Female

Date of Birth : 17th Feb 1986

Nationality : Indian

Languages known : English, Hindi

I, hereby declare that the information furnished above is true, correct and complete to the best of my knowledge and belief.

Place: Dubai

Date: Signature