**Aparna**

**Address : Dubai, UAE**

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**Profile Snapshot:**

Over 6+ years of experience in HR Operations in handling entire life cycle of 950+ employees belonging to industries such as chemical, retail, manufacturing, logistics, service, banking, advertising and FMCG. Also, I have 6 month’s experience in Vendor management and vendor payments of 180 vendors.

**Professional Experience:**



**1) Edelweiss Tokio Life Insurance Company Limited, Mumbai (Maharashtra)**

**10/04/2017 to 10/10/2017 (6 months)**

**HR Executive**

* Preparation of vendor agreements.
* Processing of vendor payments.
* Handling 180+ vendors and their queries.
* Releasing of Offers of front line sales (Development Managers, Branch Operations Executive etc).
* Running the process of Absconding on duty on daily basis for front line sales employees using Macros.
* Preparation of payroll input and processing the same.
* Preparation of daily, weekly, monthly reports.
* Reviewing of exit and onboarding tracker on weekly basis and highlighting the issues with HRBPs.
* Collating Provision data and sending the same to Finance team monthly.



**2)** **Randstad India Pvt Ltd**; **Mumbai (Maharashtra)**

**01/04/2014 – 01/12/2016 (2.8 years)**

**Senior Consultant – HRD (Staffing)**

**Recruitment :**

* Coordination with the Recruitment team and client for closing mandate.

**On-boarding:**

* Responsible for getting the joining kit filled from the new joiners.
* Coordination to open bank account of new joiners.
* Offer negotiation.
* Salary breakup formation.
* Conducting background verification checks.
* Sending the new joiners for pre-employment health check up.
* Ensure that the Provisional offer letter and Appointment Letters are given to all new joiners within TAT.
* Inducting the new joiners.

**Salary/Payroll**:

* Collation of attendance inputs from multiple Line Managers of multiple clients.
* Adherence to attendance cutoffs.
* Getting approvals on pay, billing and tax sheet from the client thereby raising the invoice.
* Leave management and attendance tracker.
* To ensure salary disbursal end of the month.
* Calculating and processing full and final settlement and handling exit interview.

**Reimbursements:**

* Receiving the reimbursement bills across PAN India deputies.
* Scrutinizing them as per policy and processing them for invoicing.
* Payment of reimbursement

**Performance Management :**

* Collection of ratings from various Line Managers.
* Designing of revised salary breakup and taking approvals on the same.
* Releasing of the salary revision letter.

**MIS & Reports:**

* Taking care of monthly audits :-Preparation of muster cum wage register, workmen compensation register, muster roll, providing PF, ESIC,PT challans. Making ECR report etc.
* Taking care ofTIC, ESIC, Mediclaim and accident insurance processing.
* Issue of salary revision, contract extension, experience, reliving and custom letters in software.
* Coordination with other internal departments such as, recruitment, SSC, Finance etc.
* Preparing monthly review report for client, MIS report, cost sheet and other data.
* Collection of the invoices within stipulated period of time.
* Preparation of monthly salary Dashboards.
* Working out the revised salary structure as per ratings given by the client.
* Recording & Maintaining data for analysis.

**Employee relations, employee welfare:**

* Handled employee queries timely via call, email on daily basis and conducting deputee connect meet quaterly.
* Handling ESIC & PF (Withdrawal, death) queries.
* Handling Insurance facility for employees (checking the documents, processing claims and follow up for settlement).
* Regular meeting with the HR team of various clients and connecting with the business managers.

**Training:**

* Identifying the training needs of employees by discussing with the employees and the respective Line Manager.
* Providing training on online tools.
* Preparing PPT’s charts for employee guidance.

**Compliance :**

* Provided various audit related documents to the client (muster cum wage register, muster roll, workmen compensation, various other registers.
* Provided PF, PT, ESIC challans to the client.

 **3) PSL Ltd;** **Visakhapatnam (Andhra Pradesh)**

**01/10/2012 – 31/03/ 2014 (1.5 Years)**

**HR Executive**

* Reported to the Senior Manager and Senior General Manager.
* Developed various HR policies & Procedures.
* Inducted new hires to organization’s culture and taken care of their joining and induction formalities.
* Prepared offer letter, promotion letters. Prepared MIS.
* Compiled daily attendance & prepared daily MIS reports of Time Office.
* Arranged training programs for all the staff, on the job induction for new recruiters.
* Monitor the performance management system & appraisals.
* Handled employee engagement initiatives like Goal Setting, PMS, rewards & recognition, career planning, employee communication etc. for the organization.
* Prepared of “OT (overtime)” along with the salary per month; preparation of “Extra mileage” & “Tea allowance” payable to the employees.
* Full & Final settlement as well as conducted exit interviews.
* Assisted Executive Director, Senior General Manager & Senior Manager in peculiar situations e.g Accident occurred on 28.02.2013 at Visakhapatnam when the client loaded pipes and transporter travelled across the city.
* Part of “cost control team.
* Planned and executed various employee engagement activities i.e. Celebration of Annual Day, Sports & Cultural week, Fun week, Festival Celebration, Staff Picnic, etc.
* Started retirement party, birthday parties for Senior Employees for the 1st time in the organization.
* Have initiated CSR activities.

**4) Manpower Resources India Pvt. Ltd; Bhubaneswar (Odisha)**

**01/07/2011 – 30/09/2012 (1.3 years)**

**Executive – HR**

* Handled the entire gamut of end to end recruitment right from receiving and analyzing requirements of the clients based on different domains, posting the jobs for various requirements on various job sites whenever required.
* Identified the prospective candidates through job portals like naukri.com, monster.com and through references and various other sources like LinkedIn.
* Responsible for screening and short listing the matched profiles at the initial level and forwarding the profiles to the client & scheduling interviews with vigorous follow ups.
* Developed and formatted resumes for effective initial presentation of the candidate to the clients.
* Maintained and kept a track of accurate applicant files for all the candidates considered for a specific position.
* Managed to complete the recruitment life-cycle, monitored and followed up till final selection and preparation of the final offer letter.
* Built cordial relationships with existing and prospective clientele through regular interactions and apprising them with the organizations value propositions and taking the feedback of the candidate on interviews.

**Academic credentials:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **College/Institutions** | **Year** | **Percentage** | **Location** |
| MBA | Department of Business Management, Dr. D. Y. Patil University | 2009-2011 | 75% | CBD Belapur, Navi Mumbai |
| B.Sc B.Ed. (4 Years integrated course), | R.I.E, Barkatullah University | 2005-2009 | 73.8% | Bhopal |
| HSSC | Kendriya Vidyalaya, CBSE board, NCERT affiliated | 2004-2005 | 68.8% | Vasco-da-gama, Goa |
| SSC | Kendriya Vidyalaya, CBSE board, NCERT affiliated | 2002-2003 | 69.4% | Vasco-da-gama, Goa |

**Computer Proficiency:**

MS Windows, MS Office Applications, Internet

**Training Undergone:**

|  |  |
| --- | --- |
| Organization | **ONGC Ltd**. Uran |
| Duration | 2 Months (June 2010- July 2010) |
| Objective | To study the functioning of Human Resource Department at ONGC, Uran |
| Description | Gained basic and practical knowledge about various function in HR department and analyzed Compensation and Benefits Management.  Researched the Organizational Structure, Nature of work in Human Resource department and Roles of personnel involved in the department.  Assisted in maintaining personnel file documentation including family data, education data, recruitment, training and leave and absence record of the employee.  Gathered personnel records from other departments or employees.  Compiled and presented reports and documents pertaining to personnel activities.  Assembled and maintained training modules for employees using SAP software. |

**Workshops Attended:**

Biobuzz – Gained knowledge on how to organize an event, coordinating with Marketing, HR and Creative Departments.

Entrepreneurship Workshop – participated in almost all the events including entrepreneurial business.

**Extra Curricular Accolades:**

Learnt Basic French during MBA curriculum.

Co-coordinator of the organizing committee, conducted seminars and various events during Biobuzz’2010.

Won 1st Place in Inter College Collage Competition.

Won 2nd Prize in Intra College Dance Competition.

Participated and won various prizes in Intra and Inter College Sports and Cultural events.

Awarded as ‘Adarsh Vidyarthini for the month of Dec’03 in X Std.

Won 2 Randstad awards in 2.6 years of tenure in Randstad for overachieving gross profit/target.

Won Outstanding performer for the August 2017 month during 6 months of tenure in Edelweiss.

**Date of Birth:** 15th January, 1988

**Linguistic Proficiency:** English, Hindi, Marathi, Oriya and basic French (during MBA)

**Hobbies:** making greetings, travelling, cooking

**References:** Available on request