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| --- | --- |
| Nationality | Indian |
| Visa | Visit Visa |
| E-mail Address | Sushma-396934@gulfjobseeker.com  |
| DOB | 15th April, 1992 |



SUSHMA

EXECUTIVE SUMMARY

Dedicated HR Professional with 4.9 yrs. of experience in managing HR Functions & Services which includes Employee Relations, HR MIS, Induction, Talent Development, New HR Initiatives / Events, Employee Grievances, Onboarding, Separations, Payroll & New HR Projects etc.

PROFESSIONAL EXPERIENCE

**April 2016 – January 2020 Mumbai, INDIA**

**Payroll Executive**

A major technology, engineering, construction, manufacturing and financial services conglomerate, with global operations. L&T addresses critical needs in key sectors - Hydrocarbon, Infrastructure, Power, Process Industries and Defence - for customers in over 30 countries around the world

**Responsibilities**

**TAMS Management:**

* Gatheredinput from all the regional HR and calculation of salary payments globally.
* Managed financial entries of employees.
* Trackedemployee’s attendance, leaves, accruals,and adjustments for payroll processing
* Corrected the salary payment wrongly paid to the employees

**Payroll Process:**

* Processed the salary for more than 6000 employees domestic as well as overseas employees
* Scrutinize, analyze and verify payroll reports for accuracy and ensuring efficiently and timely delivery of the IC payrolls, contractor reimbursements related activities
* Accounting and Bank Reconciliation
* Verified payroll input, update input into HRMS ensure availability of timecards of all employees
* Hands on Experience in SAP

**HRMS System Entries:**

* Transfers
* Location change
* Mobility addition and deduction
* Sector change
* HRA change
* Updating bank details

**JV/Voucher Payroll Entries**:

* Generate journal voucher report
* Advance loan taken by the organisation
* Advance payment/ third party payment
* Sending bank file to the accounts dept
* Ensure payments are made as per company policies and procedures, verify authorization of payment

**Statutory Reports**:

* Generating PF report on monthly basis and ensuring whether its deducted as per given basic
* Ensuring that the individual’s professional tax is deducted as per the slab in the state
* To check whether employee state insurance corporation (ESIC) is deducted on gross salary which is 1.75% from the employee contribution & 4.75% from the employer contribution

**Full &Final Settlement**:

* Handle provision for gratuity, leave salary, site leave encashment, payroll clearing account and negative salary, reconcile related GL accounts at employee level
* Maintain trackers of final settlement, bank / manual payments and error Log
* PERKS calculation retention pay, ECAL, HRA-exemption, update reimbursement of mobile, medical, mileage, LTA.
* Checking the hold salary payment reason & paying as per date of separation
* Paying employee additional amount if company has Demit an employee.

**Employee Relation**:

* Offering counselling services to employees
* Helping prevent and resolve problems or disputes between employees and management. understand the nature of the conflict
* Consult employee a handbook. solving LTA related queries.

**Monthly Audits / Reports**

* Providing with all the data and reports asked by the management.
* Conducting regular monthly audits in order to make sure that all the postings and approval done are in line with the company grid.

**Aprl 2014 – Oct 2015 ALOK INDUSTRIES PVT.LTD Mumbai, INDIA**

**HR OFFICER**

It was established in 1986. In 1989, the company set up its first polyester texturizing plant. The company became public in 1993 and was listed on [Bombay Stock Exchange](https://en.wikipedia.org/wiki/Bombay_Stock_Exchange) and [National Stock Exchange of India](https://en.wikipedia.org/wiki/National_Stock_Exchange_of_India) with an IPO of Rs.4.5 Cr. The Company Grabal Alok Impex Limited was amalgamated with Alok Industries on 1 April 2011. Its main business involves weaving, knitting, processing, home textiles, readymade garments and polyester yarns. It exports 26% of its products to over 90 countries in the US, Europe, South America, Asia and Africa.

**Responsibilities:**

* Providing generalist HR advisory & support services to the management team on all HR / Business support matters and guiding in the decision making for the management.
* Provide assistance in the developments, monitoring and improvement of the HR policies, new practices and programs.
* Support the team with all the monthly MIS &statistical reports related to recruitment, attrition, manpower planning, talent development,performance management,org chart etc
* Induction to new joiners & briefing them with the HR Policies
* Co-ordination with the operations Head
* Conducting exit Interviews and providing update to the management.
* Coming up with new initiatives for the staff and provide an update on the developments to the management.
* New employee Data creation till separation
* Working closely with the payroll team during salary processing and updating HRMS providing with data for all deduction, arrears, referral incentives etc
* Organizing overseas and local recruitment trip for bulk requirement as the budget.
* Directly managing all the employee relation activities related to all kinds of disciplinary issues
* Providing with recommendations to resolve staff issues to the management.
* Completion of performance management (Mid-Year & Annual Appraisals)
* Implementation new employee engagement initiatives for the employees
* Completion of any new HR projects through corporate and head office.

**Summary of Job Profile Handled:**

* Recruitment &on boarding (start to end process)
* Separations (start to end process)
* Helping payroll team while processing salary
* Sending unclaimed payroll cheques for hold salary payment
* Employee grievances (counselling / warnings / termination)
* Employee Relations (All monthly staff events and new activity)
* Employee requests
* Attendance analysis (TAMS)
* Leave management
* HRMS management (new employee ID creation, ID card (printing, activation &de-activation, transfers, HRA &conveyance difference, LTA checking and updating, staff requests, endemployment, bank account updates, supervisors’changes, monthly analysis and corrections, department mapping, Leave entries, adjustment entries,
* Arranging and organising various monthly events for the staff

**EDUCATION**

|  |  |
| --- | --- |
| **Period** | **Academic Degree, Academic Facility and Location** |
| 2020 | Advance Excel |
| 2015 | Diploma in HR Management - Welingkar College |
| 2011 - 2013 | B. Com - University of Mumbai |
| 2009 | MS CIT - Advance Programme in Computers |

**LANGUAGE KNOWN**

English, Hindi, Marathi, Tamil, Malayalam