**Natasha**



**Email ID**:[Natasha-397759@gulfjobseeker.com](mailto:Natasha-397759@gulfjobseeker.com)

**Visa Status:** On Husband’s Visa

**Professional Summary & Skills**

Result-oriented Human Resource Professional with 8 years of experience in HR Operations. Able to effectively coordinate to accomplish projects with timeliness and creativity.

**Skills**: Communication, Quick Learner, Dedicated, Query Resolution, Ability to Work under Pressure,Teamwork, Proficient with MS Word, Excel and PowerPoint, Flexible, Organized, Positive, Self-motivated & independent.

**Experience**

**HR Analyst** - (14thOctober 2011 to 13thSeptember 2019)

Key Responsibilities:

* Offer Letter generation, including Confidential Offer Letters for Senior/Executive Management
* Prepared weekly PAF (Salesforce) report, Created PAFs for new/replacement roles, weekly PAF closure of employees on boarded
* Rewards & Recognition process governance
* Insurance Health Policies benefits administration (query resolution, coordinating with brokers for quotes & data, employee assistance)
* Issuing Agreements for Secondments (Travel), Professional Qualification, Loyalty Bonds
* Adhoc reports: New Joiners, Attrition, Bradford, ELC data, Exit Interview Analysis, Dashboard Data, Referral Data, New Joiner & Leaver Survey Reports, Resignation Details
* Preparing Service Letters, Reference Letters for Current & Resigned Employees
* Organizing Annual Health Check-Up onsite & offsite for > 3000 employees
* Tracking Leave details for HR & Executive Management
* Off-Boarding process; which includes sending Resignation Intimation to relevant department, initiating Exit process for Senior Management, providing Exit data for Full and Final Calculation, Issuing Reliving Letter, providing Background Reference Check
* On boarding process; which includes sending pre-onboarding emails, generating employee offer letters, assisting in employee’s orientation and induction, Quality Audit of Welcome Kit, Issuance of Welcome Kit, Creation of Employee ID on PeopleSoft, Oracle EBS, HR Cloud, Raising Login ID request, sending emails for post on-boarding surveys and conducting file audits. Also, assisted in New Joiner Formalities for Executive Management
* Backup for Access Card and Confirmation Process
* **Systems**: Worked on systems like: Oracle (PeopleSoft), HR Cloud which holds data of > 3000employees; Maintaining / updating new joiner details, changes to personal information & assignment changes, terminating employees on system. Also worked on Oracle EBS to manually update new joiner details
* **Additional Activities**: Assisted Recruitment in Drives, Been an active part of Fun Committee; hosted& organized events, Trained New Hires, updating the Huddle board daily & was appointed as a SPOC to attend a 3 day Summit to learn the implementation of TAC (Talent Acquisition Cloud)

**Willis Processing Services (India) Private Ltd., Mumbai**

**Industrial Trainee (HR)** - (6thJune 2011 to 13thOctober 2011)

Key Responsibilities:

* Prepared Exit Interview Analysis Reports for Company & as per Business Units
* Assisted in Employee Engagement Survey and prepared reports basis response received
* Assisted HR Business Partners in Focus Groups, scheduled meetings for focus groups as per Level and shift timings, collated feedback shared
* Providing data for Dashboard
* Assisted Recruitment in Walk Drives
* Organized and scheduled training sessions
* Helped with data entry of feedback received from training sessions
* Assisted the Operations team with document filing and file auditing
* Assisted with document e-filing

**Education**

**Post-Graduation in Diploma Business Management: Human Resources (Mumbai) -** WelingkarsInstitute of Management | April 2015

**Graduated in Bachelors of Commerce (Banking & Insurance) -** Mumbai University | July 2011 **Higher Secondary Certificate (Mumbai) -** Maharashtra State Board | June 2008 **Secondary School Certificate (Mumbai) -** Maharashtra State Board | June 2006

**Awards &Achievements**

* Recognized as Star Award for handling the Rewards & Recognition process along with BAU
* Secured Second Prize in Essay Writing Competition in Reflections (Josh) Inter – College
* Secured Second Prize in Elocution Competition Inter – College
* Secured consolation prize in A. D. Shroff’s Elocution Competition Inter – College
* Secured consolation prize in Bio-Tech Elocution Competition Inter – College

**Personal Details**

**Date of Birth**: 25thJanuary 1990

**Marital Status**: Married

**Hobbies**: Listening to Music, Travelling, Reading

Reference Available on Request