



Christina

Admin Operations

I am actively seeking a HR Analyst position that will allow me to combine and apply knowledge of both the Human resource field from my current job with the concepts. I hope to see myself grow as a professional and as an individual working in an innovative, dynamic, and competent world. I wish to contribute to the organization with hard work, sincerity, patience, and dedication and contribute to the company's growth.

Contact

Phone

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Email

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Address

Al Qasimia, Sharjah

Education

2014

Master in Commerce
Mumbai University

2011

Third year Bachelor in Commerce
Nirmala Memorial foundation
college ,Mumbai

2008

Higher Secondary Certificate
TS Bafna Junior college, Mumbai

2006

Secondary School Certificate
Maharashtra Board, Mumbai

Language

English

Hindi

Marathi

Experience

June 2020 - August 2023

Company Name | Accenture Solutions Private Limited

Job position here -Project: P&G (Procter & Gamble) | Department: HR Operations| Transaction processing Associate

- Working as a part of HR Operations team which is responsible for maintaining Employee's Life Cycle
- Updating and maintaining employee data (Hires/Termination/LOA/Leaves) in a timely and accurate manner in SAP system for 40+ countries under EMEA region in accordance with PMDO procedures.
- Assigning the tickets to the team members for quick and accurate turnaround of the tickets.
- Handling exception tickets and processing with 100% accuracy.
- Handling the client queries via email and responding in a timely manner.
- Handling International Assignment request.
- Co-ordinating with the Payroll and Data error handling team to ensure that the employee's data is correctly inputted in the SAP with all their salary and benefits are paid within the Payroll Cut - off Periods.

February 2019 - June 2020

Company Name | Accenture Solutions Private Limited

Job position here - Project : UKI Onboarding Department: HR Operations| Transaction processing Associate

- Working as a part of HR Operations team which is responsible for providing backend HR Service to business Operations. HR Operations and operational HR Service include administrator services, job analysis, and employee relationship management.
- To assist the candidate via E-mail and Call and get the background verification checks before the date of joining of the candidate.
- To work along with the recruiters based on Ireland and UK to complete the checks smoothly

May 2016 - October 2018

Company Name | Teleperformance

Job position here - Senior Customer Service Executive Key Deliverables

- Co-ordination with BARCLAYS BANK DCO Dept. as a Fraud Investigation officer
- Processed and reviewed transactions to identify fraud, reconciled accounts and reviewed financial documents

- Monitored transaction records, compared documents and analyzed account for fraud.

- Conducted fraud investigations including transaction review, sourcing and identification.

Additional work which was not included in my Key Role Objectives:

- Attending various training sessions like SEED, IGNITE to learn how to grow in personal life as well as in professional life
- Handling team responsibilities when Team Leader not there or if Team leader ask to do so.

Skills

- Ability to work well under pressure, prioritize workload and completion of work within the deadline.
- Good communication skills.
- Extensive knowledge of HR process and concepts.
- Capable of learning new concepts quickly and implementing them.
- Good knowledge of email etiquette.