

CONSULTANT

Summary

HR Professional with nearly 5 years of experience with expertise in HR Operations, Benefits, Employee Relation, HRIS , Payroll, HR Metrics & Employee Database Management. *An expert communicator & negotiator with strong conflict resolution skills. *Developing and implementing HR plans and procedures smoothly with little or no guidance.

Highlights

- Microsoft Office, Excel
- ERP/Platform: SAP, Oracle (11.x, 12.x)
- Reporting: Excel, Cognos, Oracle BI, Discoverer
- Time Keeping: Kronos, KABA Compensation
- Benefits Management
- HRIS
- Budgetary Planning
- Audit & MIS
- Legal Compliance
- Training
- Excel
- Advance Excel
- SAP
- Oracle
- Cognos
- Oracle
- HR Implementation
- Requirement Gathering
- Process Flows
- Testing
- Training
- Documentation
- Recruit-to-Retire Process
- Payroll & Benefits
- Self Service HR (SSHR)
- SAP
- HRIS
- Payroll Calculation
- Benefits Management
- Personnel time management & Evaluation
- Personal Traits
- Great communication skills
- Excellent interpersonal skills
- Dependable
- Cooperative
- Quick Learner
- Organized
- Multitasking
- HR Skills
- Compensation
- Benefits Management
- HRIS
- Budgetary Planning
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Experience

January 2012 to April 2014 Company Name - State

- Managed Compensation & Benefits for 1300 employees at L'Oreal India Pvt Ltd which consist brands such as Keratase, Matrix, Kielhs, Lanc  me, Maybelline, L'Oreal Paris.
- One of my major project in this company where I played a key role was in Oracle HRMS implementation.
- Working with my HR team to gather information and providing IT team with requirement documents.
- Documenting process flows that will help IT team to understand what the current businesses flows were in the company.
- Some of these business flows were L'Oreal's Recruit-to-Retire process, learning management process, iRecruitment process and many more.
- Training HR team on Oracle ERP.
- Working with IT team to implement complex reports such as HSSE (equivalent OSHA), ERA (equivalent EEO), maternity act, provident fund (equivalent 401k).
- Working with IT and HR team in testing reports and integrity of the system.
- Another project of which I was a key player was integration of payroll of a newly acquired company.

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Consultant

January 2011 to January 2012 Company Name

- Handled entire employment cycle from onboarding to exit formalities.
- Processed monthly Salary & all salary change stemming from merit increases, promotion, incentives and pay adjustment.
- Reconciled Payroll account, maintained payroll accuracy and released payment timely as per the deadlines.
- Processing mid-year and annual performance review as per the cycle along with payroll.
- Handling HR data (Oracle) - Ensuring accurate and timely maintenance of all employee records, including data entry of all new hire and termination transactions and changes to employee records(date tracking).
- Updating details like job movement, promotions, employee personal details.
- Worked on projects with senior management to create fair HR policies & procedures and ensuring the continuous improvement of efficiencies.
- Created and implemented the exit and interview process.
- Regular reporting of HR Metrics like New Hire Cost, employee cost, Attrition rate, termination rate, Benefits cost.
- Annual Budgeting & Trending for various compensation and benefits packages and ensuring for accurate cost allocation.
- Addressing inquiries raised by employee, management and ongoing employee relation issues.
- Achievements: Appreciation certificate received from L'Oreal India Pvt Ltd for contribution in successful payroll integration of new brand with L'Oreal India.
- Led all HR operation and payroll for 700 employees deputed at Rohini Industrial.
- Voltas is India's largest air conditioning company and into electrical and mechanical projects.
- Responsibilities: Handling end to end activities from onboarding to exit formalities.

- Orientation to new recruits and maintain employee files for record purpose.
- Conducted background checks and verify references.
- Issuance of Letters - Appointment, confirmation, increment, termination and relieving and experience letter etc.
- End user - HRIS (SAP).
- Managed payroll and attendance system.
- Preparation of reports like headcount, Salary cost and audit.
- Processing Full & Final settlement and maintaining MIS of final settlements.
- Served as a link between management and employees by handling questions and helping resolve work related problems.
- Achievement: I was single point of contact across employment life cycle hence saved companies cost by performing dual responsibility of HR operations and payroll.

Executive, HR & Payroll

January 2008 to January 2011 Company Name

- I was single point of contact as representative for 2000 employees for esteemed clients like Managed phases of recruitment like understanding job vacancies from client, posting job on job boards, screening candidate and taking interviews.
- Processing salary of all esteemed clients and submitting the final salary register to accounts as per the time frame and ensuring timely disbursement of salary and expense reimbursement and also taking into account the statutory compliances deductions.
- Reconciliation with accounts for payouts released Timely raising salary invoice to clients for payment process.
- Preparation of Wage registers, Muster Roll and Leave cards as per the specified Acts.
- Maintaining good relations with clients and was having personal meetings with staffers and clients at regular intervals.
- Achievements: Appreciation letter received from Lobo Staffing Solutions Pvt.
- Ltd for contributing in areas beyond roles and responsibilities and initiative taken for supporting department Managers for completion of work.

Education

Bachelor's Degree : Arts - Economics , May-2006 University of Mumbai Arts - Economics

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HR Certification Institute PHR Certification : December 2015 Saylor Academy

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Human Resource Management Certification : 2014 Ulyanovsk State University of Russia

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Diploma : Human Resource , 2008 Welinkar Institute of Management India Human Resource

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MBA : Human Resource Human Resource

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Additional Information

- I am authorize to work in USA for any employer, I DONT need sponsorship.

Skills

Benefits, Budgeting, BI, Cognos, Great communication skills, Excellent interpersonal skills, continuous improvement, client, clients, data entry, Dependable, Documentation, ERP, senior management, frame, HRIS, Human Resource Management, HR, Kronos, Legal Compliance, Letters, mechanical, meetings, Excel, Microsoft Office, 2000, MIS, Multitasking, Oracle, Payroll, Process Payroll, Personnel, policies, promotion, Quick Learner, recruitment, reporting, Requirement, SAP, settlements, Staffing, time management