

Summary

Chicago HR generalist offering Recruitment, Attendance Management System, Payroll Processing, MIS, Employee Engagement processing Employee Master Data. Highly driven to achieve company goals.

Highlights

Microsoft Office, specifically Word, Excel, PowerPoint and Outlook (use of Google Search, Yahoo Search, and LinkedIn Search effectively for Lateral Hiring and highly Flexible.

Experience

05/2014 to 04/2016

Company Name

01/2012 to 03/2014

HR Executive Company Name - City , State

- Selection Ratio.
- Updating & creating Job Descriptions as and when required.
- Coordination with Hiring Managers capturing HR/ FTE requirements.
- Job Postings on various job portals.
- Developed a System called MINT for tracking Recruitment Work Flow incorporating various selection and offer making policies.
- Worked under highly fast spaced environment responsible for sourcing candidate's profiles from job portals, social media, employment agency, employee referrals, screening Profiles, conducting HR interview round.
- Scheduling interview rounds with Technical Interview Panelist's.
- Processing interview-assessment sheets, tracking applicant's interview status, collecting required number of documents of a selected candidate.
- Job Offer preparation, getting it approved by Business Excellence Head.
- Offer Letter sharing and explaining it to the selected candidate as various salary components.
- Successful Offer negotiations.
- Post offer acceptance arranging for their Medical check-up (Contractual/ Probation), gathering feedback from Medical Check-Up Team.
- In case fit preparing & sharing Appointment Letter with the candidate.
- Co-ordination with the Joining team for SAP Hiring providing candidate's joining info as Cost Centre/ GDC TML Grade/ CTC/ Designation/ Sub function1/ Sub function2/ Sub function3/ Past Work Experience & Qualification.
- Taking follow-ups with offered candidates till their DOJ, informing Hiring Manager about the joining.
- Mapping HR Permanent/ IJP positions as per Chairman's Approval Note, Preparing IJP forms, Processing IJP Release, shortlisting eligible and ineligible IJP applications, arranging interactions with Hiring managers, post selection publishing the Office Orders.
- MIS & Reporting: Using Microsoft Office (Excel, Word & PPT) maintaining & sharing Monthly Recruitment MIS & several reports, trend analysis in offered CTCs, providing data to the central team for Preparing Benchmarks, generating various reports on adhoc basis.
- Employee Engagement: Initiated various employee engagement activities at various levels across various functions, Success story of the week, Game Possibilities, Weekly Fun Briefings, Nut Stacker, Time's value, know your team, winning & Losing etc.
- Successfully running employee of the month award, executing various adventure office trips, team building activities etc.
- Training programs to focus on customer development (Internal) showcasing a friendly and helpful organizational culture.
- Areas covered - job equality, unity in diversity, and fairness at work, increase in satisfaction with respect to leadership, increase in personal development, training, and growth opportunities at work place.
- Executed several HR group specific events as: Give and Receive Feedback, I am my own Hero, Business Games, Case Studies, Equipment Stimulation, In-Basket Technique, Role Plays, Personal Impact, personality traits, social graces, communication, customer maintaining small talk, and establishing rapport.
- Making Effective presentations, tips and techniques for successfully delivering presentations, knowing teams skill level and career aspirations".
- Processing Payroll under HR Shared Services business environment for a client in SAP(ECC 6).
- Running On-cycles and Off-cycles.
- following all the required compliances for as statutory labor laws.
- Running reconciliation checklist for acute salary pay and mining number of errors.
- Responsible for Pre-Payroll, Payroll and Post Payroll activities.
- Processing payroll of 2500 employee on a bi-weekly and monthly basis.
- Handling HR/Payroll queries/inquiries of employees through emails/phone calls.
- Providing a resolution /response within the desired TAT/SLA set by the client.
- Uploading Electronic Fund Transfer File under payroll processing (Net amount payable to the employee's saving account) on client's corporate bank website.
- Processing Employee Master Data: Updating Employee Master Data in SAP: New Hire Setup, Re-Hire, Reclassification, Termination of employee, Personal details, Banking details, Address details, Planned working time, basic pay details, Recurring Payments and deductions, One-time payment, Benefits, Loan set-up, Attendance, Overtime, Date Specifications, Communications, Personal ID's, Timesheet processing, entering leave requests.
- Reporting & MIS: Generating various monthly and weekly payroll reports, Preparing weekly trackers and decks analyzing the data and Running various HR Adhoc query as & when required.

02/2010 to 05/2011

Associate Company Name

Education

2010

Master of Science : Human Resource Management Cardiff University UK Human Resource Management

Master's Degree Master of Science : Human Resource Management Cardiff University Wales U K Human Resource Management

MBA : Human Resource MIT School of Business - City , State , India Human Resource

Coursework in Business Administration (HR)

Bachelor of Science : Computer Science MGM College - City , State , India Computer Science

Coursework in Computer Science

Accomplishments

- 2005 FSMS Lead Auditor Course by URS, Delhi (Oct 2011) Assisted in Documentation and Implementation of ISO 9000 at a Manufacturing factory.
- Transitioned HRSS & Payroll Processes.
- Experience in Employee Master Data Processing in SAP HCM Experience in Talent Acquisition HR Projects (M.Sc. HRM): Understanding of a Training Process at UK and Indian Customer Care Centers, 2009.
- Summer Internship (MBA HR): Recruitment and Selection at Reliance Group, 2007.
- Created a Rewards & Recognition program for controlling employee retention rate and created an Employee Engagement program as employee motivation strategy.
- Staffing and recruiting Payroll professional Employee Grievance Handling Interviewing expertise Employee Joining & Induction Offer Negotiations Employee Training Benefits administrator Sr.
- Team Member HR Tata Motors Limited - Pune , MH, India Recruitment: Handling end to end recruitment process single handedly for various types of job openings as Contract/ Flexi, Permanent, IJPs, & Employee Transfers for IT, Strategic Projects, HR, Procurement, F&A, Admin, and Sales dept., High.

Personal Information

Place of Birth: Ausa, India Date of Birth: 14th of Feb, 1986 Present Resident in Chicago, IL. Sex: Female Status: Married

Interests

Cooking & Singing Highly active member of a cultural committee in previous organizations responsible for arranging and coordinating various events on a weekly basis.

Skills

agency, Banking, basic, Benefits, Business Administration, bi, CTC, client, fast, focus, forms, GDC, Hiring, HR, team building, leadership, Excel, Microsoft Office, Office, Outlook, PowerPoint, Word, MIS, negotiations, organizational, Payroll, payroll processing, Processing Payroll, policies, presentations, rapport, Recruitment, Reporting, SAP, Scheduling, SLA, phone, Training programs, trend, website

Additional Information

- Place of Birth: Ausa, India Date of Birth: 14th of Feb, 1986 Present Resident in Chicago, IL. Sex: Female Status: Married Hobbies: Cooking & Singing Highly active member of a cultural committee in previous organizations responsible for arranging and coordinating various events on a weekly basis.