



### **Comprehensive training on HR:**

- Recruitment (Sourcing, Job portals, schedule, negotiation, etc.)
- Joining formalities (Documents to be collected, files to maintain for the audit process, etc.)
- Offer preparation (Different types of employment offers, Agreements, etc.)
- Human resource management system (Maintaining database, updating new joinee, resigned employees details, attrition, etc.)
- Leave and attendance management (Holiday calendar, monthly leaves deduction, Monthly attendance report, carry forward limits, encashment, etc.)
- Compliance (PF act, ESI act, CLRA, S&E Registration, etc.)
- Training and development (Training calendar year, preparation of contents, feedback evaluation, effective training analysis, etc.)
- Appraisals (Quarterly ratings, budget, calculation)
- Payroll and benefits (Compensation structure, CTC master, salary calculation, medical insurance, gratuity, etc.)
- Internship will be provided depends upon the location

### **Experience:**

Human Resources Professional with a total of 6 years of comprehensive work experience in multiple HR domain. Specialized in payroll, HRMS, Training and Development.

Currently working with India's leading skill development company handling Compensation and Benefits.

- ISO Certified Internal Auditor
- Received two times spot award
- Excellent skills in MS Office
- Excellent skills in analytics
- Trained more than 100 students in HR domain from Oct 2015
- MBA from Holy Mary Business School