

POOJA SURVE

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PROFILE SUMMARY

- A dynamic HR Professional with over 6 years of experience in Recruitment, Resourcing & Development performance management, Compensation & Benefit, Employee welfare and Administration.
- Holds the distinction of planning, supervising, and participating in various seminars, conferences, etc.
- Proficiency in Manpower management & recruitment process entailing resume generation, screening short listing with appropriate compensation.

AREAS OF EXPERTISE

-HR POLICY EXECUTION	-RECRUITMENT	-Performance Management
-TRAINING	-EMPLOYEE ENGAGEMENT ACTIVITY	-Payroll Management
-MIS REPORTS	-Competency Mapping	

EMPLOYMENT DETAILS

Presently working with Master Logitech Pvt.Ltd. from September 2018 to till date.

Designation: Assistant Manager-HR

Roles & Responsibilities

- **End to End Recruitment Process**
- **HR Letters** -Issuing Offer Letter, Appointment Letter, Confirmation Letter, Transfer Letter Appraisal Letter to the newly joined employees and maintaining track of the same.
- **Attendance Management**- Managing and Monitoring day to day attendance as per the biometric report.
- **End to End Payroll Management**- Right from attendance monitoring, payroll inputs, payroll processing, disbursal of salaries, pay slips, and statutory compliances with reference to Payroll.
- Intervene on disciplinary issues and ensure pro-active resolution of the same
- Manage the editorial of the Company Corporate Newsletter
- Handle any additional duties handed over by the Management
- Responsible for the entire HR Operations
- Maintaining Monthly MIS after salary processing.
- **Income Tax Purpose**- Income declaration forms to be shared with all employees before the April of every year Ensure to file Qtly ETDS returns with the IT department Form 16 to be collected and shared with the respective employees.
- **Exit Formalities and Full and Final Settlement**-
- Maintaining Files and Records
- **Assisting in HR Audit as and when required.**
- **Managing and Updating HR database**

Worked as Sr Recruitment Executive with Servease & Beyond from Nov 2017 to May 2018

Roles & Responsibilities

- Recruitments Utilizing various sourcing method like Web portals, Internal Database, Employee referrals etc.
- Screening & short-listing candidates profile as per the requirements of clients..
- Co-coordinating with the client and candidates for salary negotiation.
- Performing detailed reference checking and/or reference analysis on selected candidates and reviews results with clients.
- Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.

Worked as HR Executive with Priya Enterprises from Feb 2016 to Oct 2017

Roles & Responsibilities:

- Recruitment:
- Background Verification check:
- Employee induction & on-boarding:
- HR Letters
- Payroll:
- Employee Engagement activities:.
- HR Reports / Day to Day HR Activities:
- Exit Interviews & Final Settlement

Worked as HR Executive with DAS OFFSHORE ENGG PVT.LTD from Mar 2015 to December 2015.

Roles & Responsibilities:

- Employee induction & on-boarding:
- HR Letters
- Payroll:
- Employee Engagement activities:
- HR Reports / Day to Day HR Activities:
- Exit Interviews & Final Settlements

Worked as HR Assistant to DGM with Checkmate Services Pvt.Ltd. From Mar 2013 to Jan 2015

Roles & Responsibilities:

- Preparing Compliance documents as per vendor's checklist.
- Preparing Billing documents as per client's requirement.
- Maintaining registers and records under contract labour act.
- Handling & maintaining all registers of PF, ESIC, PT, MLWF.
- Make Audits of the clients and prepare audit reports.
- Make Newsletter.
- Make updates in HRIS system.
- Make legal agreements as per instructed by GM.
- Make MIS reports.

QUALIFICATION

- MBA (Human Resource Management) - DYPDBM - (2011)
- Bachelor of Arts (English, Economics) (2009)
- Passed Higher Secondary Examination - (2006)

SUMMER INTERNSHIP

Done Summer Internship Project on Indian Telecommunication with Reliance Communication.

COMPUTER SKILLS

- Experienced graphic artist well versed with Corel Draw, Adobe Photoshop and Adobe Illustrator.
- Proficient with MS Word, Excel, and PowerPoint.

PERSONAL DETAILS

- Date of Birth 31st July 1989
- Gender: Female
- Marital Status: Single

I hereby declare that all the above furnished details of mine are authentic and true to the best of my knowledge.

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