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**Himani Dhyani**

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Objective: **Growth, the hard way, with lots to learn**

**Core Competencies**

* Quick learner with a positive attitude and ability to work well within a team.
* Exceptional relationship management skills.
* A sound with strong inter-personal skills.
* Successful track record of achievement in all assignments consistently progressed to positions of increasing responsibility.

**Specialization**

* Pursuing SAP HCM online classes from CHROMA.

**Current Experience**

**PROFESSIONAL EXPERIENCE**

* **Company Name** **: Shriram Automobile India Pvt. Ltd**
* **Designation** : **Senior HR Executive**
* **Duration** : oCTOBER-2021 to May 13, 2022
* **Salary Software** : HCMS PORTAL
* **Attendance Software :** On Time Software
* **Role & Responsibilities**
* Regulatory compliance and reporting.
* Making and releasing offer letter.
* Follow up with the employee at the time of Joining.
* Releasing employment letter.
* Releasing Confirmation/Extension letter.
* Attends and participates in employee disciplinary meeting, terminations and investigations**.**
* Do enrollment of PF and ESIC.
* Generate ESIC Challan.
* Conduct Induction for new joiners.
* Conduct exit interview.
* Performs other duties as assigned.
* Assist with payroll processing.
* Releasing acceptance of resignation.
* Maintain employee personnel records
* **Sirca Paints India Limited: Senior Executive\_Human Resource Department**

**Since July 04, 2018 from till October 05, 2021**

* **Recruitment**
* To manage hiring from different portals, vendors/consultants.
* Counseling managers on candidate selection, analysing
* Salary negotiations
* New Joinee CTC Calculation & Preparation.
* **Onboarding process**
* Preparing Offers letters
* Pre-joining and post-joining formalities
* Induction & documentation
* Preparation of Appointment Letters
* **Generalist**
* Handling all communication relating to employee lifecycle.
* Maintaining Leave Records of Employees.
* Maintaining Employees Records and Personal Information.
* To Prepare Transfer Letters, absent from work letter & Termination Letters etc .
* Exit interviews and formalities.
* Resolving employee queries
* Ensuring the prompt resolution of employee grievances & maintaining cordial employee relations
* Employee personal files management & maintain in soft copy as well.
* Salary Revisions & Arrear Calculations.
* Preparing Medical Insurance GMC Data to employees
* Conducting exit interviews of employees.
* **Compensation & Benefits**
* Closure of Leave year in system (verification of records, corrections if any, submission of data to payroll for leave encashment.
* Attendance and timekeeping (as per shops and establishment act)
* Payroll Processing
* Coordination for Statutory Compliance (PF, PT, ESIC, LWF)
* Maintaining Factory Act, Gratuity

**Previous Experience**

* **DM Designs: HR & Admin Executive**

**Period: From January 06, 2014 to June 22, 2015**

* Yearly & Monthly CTC structuring according to company policies including minimum wages.
* Variable payments & Deduction processing.
* Disbursement of monthly and yearly incentive.
* Payment of yearly bonus as per bonus act.
* Deduction of salary advances.
* Uploading of details like income from previous organisations, Exemption, perquisites, investment.
* FNF Processing.
* Completely responsible for recruiting the positions of Block Officers, Field Coordinators, Data Entry Operators, Office Assistant, Guest House Assistant, Tele Callers, and Help Desk Executives.
* New joinee Salary Calculation.
* Salary Revision & Arrears calculation.
* Attendance calculations
* Maintain the personal files of the positions mentioned above at district level and update them regularly.
* Collect documents from employees as per standard checklist
* **Oxigen Wallet : Senior Executive**

**Period: From December 08, 2013 to December 16, 2014**

* Payment solutions operations handling
* Handling POS Terminal & Kiosk Banking
* Handling Wallet ERP
* Client Queries related payment deductions and issues
* Handling merchant Gateways
* **Netambit Info source Pvt. Ltd TATA AIG Main Process: Executive**

**Period: From November 08, 2011 to October 04, 2013**

* Handling Insurance & broking investment by client
* Financial Adviser and handling their queries
* Handling for customer service and administration with achieving overall service and quality objectives including customer satisfaction scores.
* Scrutinised the insurance forms and handover to operation departments.

**Educational Qualification**

* BBA from Arunachal University of Studies.
* Pursuing SAP HCM online classes from CHROMA.

**Soft Skill**

* Advance Microsoft Excel
* Power Point
* Coordinating with Google sheets
* Microsoft word
* Internet Savvy

**Events & Achievements**

* Won Employee of the month Certificate from Sirca Paints India Limited.
* Won Certification of Appreciation from Netambit Infosource Noida.

**Personal Details**

* Relationship Status : Single
* Languages known : English, Hindi
* Hobbies : Health Fitness/Travelling/Reading/Writing

**Himani**