



EDUCATION

- T.Y. BCom from University of Mumbai with 1st Class in 2012
- H.S.C. from University of Mumbai with 1st Class in 2009
- S.S.C. from University of Mumbai with 1st Class in 2007
- Diploma in Labor laws from Dr. Ambedkar College of Commerce & Economics with 'A' grade.
- Successfully Completed 'HR Generalist Training Program & assessment' | Pro touch in Oct 2022

SKILLS

- Recruitment & Talent Acquisition
- Employee Relations & Conflict Resolution
- Payroll & Benefits Administration
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Result Oriented

CERTIFICATIONS

- HR Generalist Training Programmer & Assessments

PROFESSIONAL EXPERIENCE

Officer - HR & Administration

Ace Hygiene Products Pvt Ltd (Alfaa) Lower Parel
2013 - Present

Recruitment & Onboarding:

- Coordinate with respective HODs to understand requirements and define job positions.
- Source, screen, and shortlist resumes via job portals and internal references. Advertise vacancies, and screen and shortlist resumes.
- Conduct telephone and in-person interviews with department heads.
- Background verification of employees.
- Prepare offer letters, employment contracts, job descriptions, and complete joining formalities and documentation.
- New hire paperwork, orientation, an introduction to company culture, mission, and values, and a review of the employee's role and responsibilities.

Training & Development:

- Schedule and arrange training sessions in coordination with external trainers and training programs.
- Encourage employee participation in various organizational events.
- Prepare training documents & mapped effectiveness.

Employee Benefits & Compliance:

- Handled the issuance and renewal of policies, including Mediciam, General Insurance, Group Term Life Insurance, and Group Personal Accident Insurance along with Mediciam, ESIC & GPA Claims & documentations .
- Full & Final clearance and settlement of dues, PF withdrawals.
- Facilitated the opening of salary accounts for new joiners
- Organize Annual Health Checkups within organization.
- Covered new joiners under ESI and PF
- Employee Records Management: Maintaining accurate and confidential employee records

Payroll & Benefits Administration :

- Processed salaries for Payroll Employees 250 + employees, drivers and third-party employees
- Verified all employee entries, including Date of Joining (DOJ) and Date of Leaving (DOL), in the payroll system.
- Ensured accurate attendance verification across all locations
- Uploaded commission details provided by the respective HOD's of departments.
- Deduction of Income tax & documentation as per working.
- Prepared bank documents, obtained signatures from the top management team, and ensured salary papers were sent to the bank for processing on or before the 6th of every month.
- Prepared and processed NEFT salary sheets for both payroll and contract employees.
- Compiled and sent PF and ESIC data for payroll and contract employees to the consultant.
- Ensured timely payment of ESIC and PF before due dates.
- Coordinated online PT payments for payroll and contract employees, and communicated with stakeholders regarding statutory compliance payments.
- Sent BDC to the Sr. Account Manager on or before the 10th of every month.
- Maintained records of paid and unpaid PF challans, as well as monthly ESIC and PF payment records.
- Managed to send of pay Slips, salary certificates, experience letters, and other relevant documents.

Employee Performance Appraisal:

- Schedule Annual Performance Appraisal
- 360 degree feedback

Employee Engagement Activities::

- Schedule annual picnic
- Schedule Annual ORM (Operational Review Meeting)
- Monthly Birthday Celebration
- Celebration of Festivals

Internal Audit:

- Active Member in internal audits of ISO 9001 & 2015.
- HR audits

Internal Communication :

- Alfaa Express (quarterly news letter)

Administrative Work :

- New /Renewal of Shop & Establishment license
- Coordinate with BMC for Property Tax Payment
- Monitor Office Repairs & Maintenance
- Monitor & check office stationery along with Vendor Evaluation
- Payment payment of Utility bills before due dates
- Renewal & fresh Application for Trade Marks

Personal Details :

- DOB : 10.04.1992
- Sex : Female
- Marital Status : Married
- Language Known : English, Hindi, Marathi