

RESUME

Sajita Damodhar Kondagurle



Email Id: kondaqurlesajita@gmail.com

Contact: 7032740185/08275566712

Profile Summary:

HR professional having 5+ years of experience in the areas of Payroll process, Statutory compliances, Employee Grievances, Time office, Manpower planning, HR Operations.

Core Competencies:

1. Payroll processing
2. Preparation of payroll related MIS reports
3. Recruitment
4. Joining formalities,
5. Statutory Compliance
6. Exit Formalities

Professional Experiences:

- Currently working in Kayempee Foods Pvt Ltd as HR Executive since November 2015 to till date

Responsibilities:

Joining Formalities & Induction:

- ✓ Administration of Joining Papers to the newly joined.
- ✓ Verification of certificates other Documents of the newly joined.
- ✓ Issuing offer and Appointment Letters for selected candidate.
- ✓ Distribution and handover like ID Cards, Safety shoes & Uniforms.
- ✓ Introducing the newly joined employees to the respective Departments.
- ✓ Coordinating with departments conducting Safety training sessions for employees.

Payroll:

- ✓ Taking care of all the Staff & Contract attendance Every Month for Payroll process.
- ✓ Preparation of Salary Statements every month.
- ✓ Checking and Maintaining Data of the Attendance, Leaves & Compensatory Offs.
- ✓ Preparing Pay sheets and Generation of Pay slips issuing to Employee.
- ✓ Checking the Monthly Invoices of Contractors, Submitted by Contractors.
- ✓ Preparation of Monthly Admin Expenditure Data submit to the Management.

Statutory Compliances:

- ✓ Creating online registration of new joined, of PF, ESI
- ✓ Uploading and Preparing Monthly Challans of PF, ESI & PT submitting through Online, follow up with Finance Dept. Until the Payment Process of Challans
Responsible for PF claims for the employee in getting the P.F Amount
- ✓ Approval of their KYC Documents
- ✓ Responsible for issuing ESI Cards
- ✓ Maintaining & checking registers like Muster Roll, Wage register, employee register, list of contractor register, advances register, overtime register, bonus accident register, and Bonus register.
- ✓ Checking & Maintained the Registers as per Contract labour Act 1970
- ✓ Generating Form 16 and Tax deducted as per IT slabs
- ✓ Issuing memos for unauthorized absenteeism etc.

Time Office Management:

- ✓ Enrolling employee fingerprints / Swipe cards in to the Biometrics
- ✓ Feeding Employee data in to the Time office software
- ✓ Creating and updating employee shift schedule on regular basis
- ✓ Tracking & Analysis of monthly overtime and absenteeism
- ✓ Leave postings on regular intervals and leave management
- ✓ Pulling reports from software for validation and analysis of employee working hours and days

Employee Relations:

- ✓ Meeting the employees regularly to understand their problems and solve them
- ✓ Responsible for conducting meetings, understand their concerns, issues or grievances if any and addressing the same to the senior management on Monthly basis
- ✓ Handling employee Grievances
- ✓ Understanding employee satisfaction level and working towards betterment
- ✓ Making the New joiners comfortable and familiarize with the company policies and procedure
- ✓ To encourage and motivating the employees towards result oriented giving gifts to the employees

Recruitment & Selection process:

- ✓ Sourcing and screening profiles as per requirement & based on the manpower requisition
- ✓ Lineups the candidates with Department Heads
- ✓ Follow up on the offer and acceptance
- ✓ Collecting relevant documents to release Appointment and Joining

Employee Separation:

- ✓ Taking care of end to end exit process, conducting Exit interviews and documenting the same in the exit database.
- ✓ Ensuring the compliances of Separation formalities like handing & Submission of No-Due certificates
- ✓ Completion of F&F Process and ensures that cheques are issued to employees within committed timelines
- ✓ Issuing Relieving Letters & Experience Certificates to employees

Academic Qualifications:

- M.A From Dr. AmbedkarOpenUnivercity with-2020
- B.AfromDr.AmbedkarDegreeCollege,Open Universitywith-2018.
- H.S.C fromRaje Dharma Rao Science college with-2014.
- S.S.C from Dr.Ambedkar high school with-2012.

Computer Skills:

- ✓ Extensive working knowledge in Saral payroll
- ✓ Having enough exposure in biometric software
- ✓ Microsoft Word, Excel, PowerPoint and Internet skills

Personal Profile:

Father's Name : Kondagurle Damodhar
Date of Birth : 23-05-1995
Marital Status : Single
Languages known : English, Telugu and Hindi.
Interests : Watching TV, listening to Music, Singing song.
Address : Sri Colony Medchal

(K.Sajitha)