

Neeti Kar

(Manager Human Resource)

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Career Objective

I am a creative person and believe in daily enhancing my knowledge and I bring the same to my professional career where I keep on creating myself by reading and participating in discussions. I am learning on my way to succeed in Human Resource Management. My core experience is in start-up culture and the journey for the same was quiet an experience.

A HR professional with extensive 'Employee Relations' & 'Recruitments' experience rendering key contribution to recruitment design, payroll, analysis & strategy making, communication & administration for close to 1000+ employees.

HIGHEST ACADEMIC QUALIFICATIONS

MASTERS IN BUSINESS ADMINISTRATION, KANPUR UNIVERISTY
(Full Time)

2013 – 2015

CERTIFICATION

Vskills Certified Compensation and Benefits Manager

Vskills Certified Payroll Manager

CORE COMPETENCIES

Project Management
Performance Management
Learning & Development
Organizational Development
People Management
Talent Acquisition
Content Management
Succession Management

KEY STRENGTHS

Excellent business communication skills
Distinguished presentation skills
Flexibility to take up new responsibilities
Eagerness to learn
Ability to motivate and inspire peers
Ability and experience of delivering under stringent deadlines
Creativity and Improvization
Knowledge in Versatile Domains
Maintaining Good Relationship within the Organization

COMPUTER KNOWLEDGE

Well Versed with MS Office, Windows 2000,XP
Working Knowledge of, Peoplesoft, Easy HR and Sum HR Software.

WORK EXPERIENCE

MGB Advisors Pvt Ltd (Chartered Accountancy, Outsourcing and Consulting Firm)

4th April 2019 – till Date

Manager- Human Resource & Administration

As HR Manager and HRBP reporting to Partner, India & South East Asia.

India:

Accountabilities

Performance Management/Organization Development

- Assisted in Role specific metric definitions and Goal Setting at the start of the cycle.
- Partnered with managers in preparing Employees Evaluation sheet and in initiating the Performance Improvement Plan/executing the termination process for poor performers.
- Participated in the new role creation, JD modification, role nomenclature change, job evaluation and career architecture review exercises.
- Anchored the Annual Talent Review, Succession Planning with preceding 360 degree survey for hiring from Analyst to Sr. Manager level.
- Responsible in developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Nurturing positive working environment within the organisation.

Talent Acquisition

Involved in lateral and campus hiring process from requisition to offer release stage

- Proven track record in sourcing quality talent at senior leadership level.
- Worked on sourcing, selection and hiring of external candidates as well as selection and transfer of internal candidates basis requirements shared by hiring managers.
- Maintaining the work structure by updating job requirements and job descriptions for all positions.
- Preparing manpower plans and business cases to get requisite approvals for management to source talent for new businesses.
- Co-ordinated B-school hiring (summer interns, Full-time and Executive MBA), Engineers, Graduate Trainee hiring and designed induction program for my business units.
- Leading performance calibration meetings, salary planning exercise with top business leaders.
- Partnered with business to understand business trends, challenges and plan interventions on timely basis.
- Maintaining and updating ATS on regular basis for recruitment cycle till generating offer letters and onboarding.

HR Process Automation & Payroll Internal

- Introduced Easy HR/ Sum HR software for payroll processing
- Responsible for uploading the Employees Master Sheet in the software.
- Responsible for Timesheet updation and coordination
- Responsible for processing payroll sheet as per the required organizations' standards
- Responsible for generating Automated Salary Slips

- Easy HR updation by providing inputs as regular reports about resigned, confirmations, transfers etc.
- Facilitated mobile division's first online attendance and leaves review
- Drafted Policies and procedures for end to end payroll process and controlled all payroll documentations for audit purpose.
- Responsible for statutory Compliance for the company
- Responsible for generating ESIC and PF data uploading and generating Challan Online
- Calculation of FNF and Gratuity in Excel and developed the exit policy for the employees.
- Responsible for Calculating Bonus for the employees.

Employee Relations:

- Introducing new and innovative ways for helping bridge gap between the management & the employees.
- Grievance handling; Counselling staff; KPA (Key Performance Area) setting; Exit Interviews etc.
- 3rd party on employment background verification, medicals etc for Managers and Above
- Developed the Employee Engagement Calendar for Clients, Integrated different stand-alone activities under a common umbrella called "HR Connect". Revamped the employee on-boarding and induction
- The HR Connect sessions received 90%+ scores consistently and grievances were reduced by 30%.

Business Analytics & MIS:

- Evaluating the total cost of all the recruitments and analysis the methods to reduce the cost.
- Audit of all HR data & MIS. CSR Engagements and other cross-functional tasks
- Development and maintenance of all HR Documents – policies, SOPs, letters, training content and so forth
- HR Analytics and development of HR Management Reports for CEOs/ Directors and Organisation.
- Responsible for documentation and maintenance of HR Policies for Organisation.
- Enforced management guidelines by preparing, updating, and recommending human resource policies and procedures in HR manual.

Training and Development:

- Training conducting for the downline for different HR activities.
- Facilitation of induction, functional, system and behavioural trainings through the L&D Team
- Facilitated trainings at HO Conferences and corporate TTT programmes.
- Core Member of Corporate Learning Management Team – Designed dashboards, Preparing Training Calendar, assessment modules & reporting system
- Ensure that learning creates/ update accurate and useful information on job task, SOPs and Training aids/ Visuals.
- Created Training Modules for effective Induction programs and devising individual learning plans online and offline.

South East Asia:

I have been Assigned 2 major clients for HR payroll outsourcing in Japan & Tokyo i.e Kotani Chemicals (Chemical- Japan) and Komatsu Limited (Manufacturing- Tokyo) to set up the below functions;

HR Process Automation & Payroll External

- Introduced Peoplesoft Software for Global Payroll and Absence Management.
- Helped to set up various Business Units and Company's which the organisation operates to....
- Helped Company's HR to define Specific Job Codes and Regulatory Region (JP and Tokyo)
- Helped the Company's HR with the complete lifecycle of the employee starting from adding a new employee, defining his country, defining various earnings, additional pay if any, deductions, holidays.
- Created Payrun IDs to process payroll more efficiently and run the batch process by defining the control data
- Comply with Japanese Employment Laws and Social Insurance Services.
- Generate Payslips of the labours and employees.
- Run the month end and year end payroll adjustments
- Consulting on Internal Payroll Services with the Company's HR
- Retirement and Bonus Calculations.

Pantomath Capital Pvt Ltd (Investment Banking Firm)

Manager- Talent Acquisition & Strategic HRBP

1st April 2018-31st March 2019

Accountabilities:

Talent Acquisition

- Managing the complete recruitment cycle, planning and preparing in consultation with the different functional heads.
- Creating new job openings, job posting on various sites and portals.
- Screening, evaluating and interviewing the right fit through telephonic interview. Arranging for final interviews with the functional head and final salary negotiation.
- Responsible for Business/Sales Support/Leadership hiring
- Achieve monthly individual/ team targets.
- Handling pre and post offer requirements, coordinating with the departments for smooth transition of the new hire.
- Partner with Management team to facilitate organization and culture change in line with Organization Values
- Responsible for Top Line
- Conduct induction process for the new joinees and ensuring the right cultural fit
- Have managed a good set of MNC poaching and closed sr. lines of hierarchy
- Participates in Career Conversation for the employees with reference to their Career Aspirations.

Employee Engagement

- Organizing various recreational activities to enhance the enthusiasm in employee through sports activities, birthday celebration, freaky Friday & festival celebrations.
- Handled employee relations for employees at office and beyond, also working as an HR advisor to the business on key issues.
- Arranging and scheduling for health check ups while coordinating with hospitals.
- Lead implement core HR programs into the business insuring an effective, sustainable people strategy over the long term

Attrition Management

- Participates in Career Conversation for the employees with reference to their Career Aspiration
- Grievances Handling and follow the complete Company's Code of Conduct
- Provide support to stakeholders by coaching them into thinking innovatively about their work processes and team structures with a view of improving the business's overall efficiencies
- Worked collaboratively with departmental heads throughout the business, assisting them in understanding compensation and rewards programs, training and development programs, and aiding in the indoctrination of proper management and communication practices.
- Managed 3 successful projects in PMS ---“ Pay and Grade”; “ Focus Centric”, “Roundtable Goal Duties” to increase and focus more on employee benefits and goal for successor planning
- Tracking staff movement, attrition and vacancies and ensuring the vacancies are timely filled.

Training and Development

- Coordination with the guest trainers, HOD & employees training & development program.
- Actively partner, coach & develop managers. (e.g., coaching, counselling, career development, disciplinary actions, performance management).

Admin and other responsibilities

- Employee record and file management
- Appraisal evaluation and meeting with employees on a detailed review
- Ensuring female employee safety with regular security sessions and safe transport for them.
- Written few articles on behalf of the Human resources department, to be published for the company
- Designed Employee Policy and SOP for the Pantomath Advisory Group
- Handled social accounts of the company for better reach to the public.

Pantomath Capital Pvt Ltd (Investment Banking Firm)

Executive - Human Resource & Admin

15th Nov 2016- 30th March 2018

Accountabilities:

Recruitment and Selection

- Sourcing CVs / candidates from different job portals eg. Naukri, Times Job, Indeed etc.
- Doing mass mailing / bulk mailing from job portals, Paper ads.
- Doing job posting from Job portals / social networking sites
- Conducting Telephonic / Personnel Interview.
- Shortlisting of CVs from portals and references.

Payroll Management

- Overall in-charge for payroll and compensation related activities, statutory compliance EPF,ESIC,PT
- Collect the various company employees' attendance and do the salary processing for 500+ employees.
- Preparing various company salary statement in MS-EXCEL, generating Payslips in MS-ACCESS.
- Responsible for housekeeping attendance, contracts and salary.
- Prepare full and final settlement for resigning employees.
- Maintain the leave register.

General HR and Administration

- Maintain the employees' database soft and hard copy.

- Joining formalities, prepare ID card process.
- Maintain the employees certificates
- Grievance Handling
- Prepare offer and Appointment letter
- Prepare monthly MIS Report
- Team with HR Manager in implementing key HR activities e.g. succession planning, talent management manage relationships with external providers i.e Vendors and Consultants.
- Assist HR Manager with new/ evolving initiatives as and when requested.
- Work with the Global Mobility team to manage transfers
- Manage employee exits.
- Collaborate and participate actively in the development of HR solutions with Executives.

Initial Work

Total Shipping & Logistics Pvt Ltd (Freight Forwarding Company) incorporated Sehore Agri Services Pvt Ltd for the construction of Wheat Silos.

Executive Assistant and Human Resource

October 2015 – October 2016

Handled the dual role which involve 50% Plant Human Resource and 50% Executive Assistant

Accountabilities – Human Resource Executive

- Responsible for handling recruitment for the resources experienced in manufacturing and construction field through consultants and headhunting platforms.
- Inform the candidate about the interview timings if he was short listed by the client (MPWLC) and stay in touch with the consultant to boost him moral and keep his confidence always up.
- Established contact with the consultants or the Govt. employers whomsoever would be available and then spoke to the consultants about the position that was available
- Screening the candidates by conducting telephonic or personal interviews as the case if to be visited to the site.
- Coordination and preparing letters for arranging funds to MPWLC.
- Preparing wages report on monthly basis of all the Managers, Supervisors and Workers and sent to payroll department of Total Shipping for the payment.
- Engaged in induction and on boarding, issuing offer letter, introducing policies and procedure and culture followed by the company, filling of documents, introducing the candidate to team managers.
- Drafting policies and procedures for the company, amending the existing policies and procedure. Designing Induction documents for the new hire to know about the company and the teams.
- Taking initiative for to engage the staff, regular meetings for Safety measures and to understand their engagement level in the company. Planning events and activities regularly and getting them approved from senior management.
- Working on implementation of payroll management system in place for future transactions through the same.
- Responsible for updating & auditing all personal files regularly
- Manages a wide range of administrative support tasks and provides general administrative assistance as necessary including ownership of HR supplies orders
- Outlook Id Creation
- Giving ID cards request for the new joinees
- To intimate H.O about resignations / separations of employees and forward in time resignation letter/ exit interview report / clearance certificate for necessary action at HO

- Assist in Inspection and Audits of Quaterly basis.

Accountabilities – Executive Assistant

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material
- Travel Management for Director
- Assist with presentation arrangements including the preparation of presentation packages, arranging boardrooms, AV equipment, ordering food, etc
- Assist with the management of expenses
- Prepare expense reports
- Respond to enquiries, and escalate and redirect issues as required, to ensure the provision of accurate information.

EXTRA-CURRICULAR ACTIVITIES

- Zonal Level Basketball Player
- Zonal Level Badminton Player

LANGUAGE PROFICIENCY

- English (fluent), Hindi (fluent), German (A1), Bengali (fluent)