

GARIMA SHUKLA

Human Resource Manager

IVY Estate, Wagholi, Pune-412207

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ABOUT ME

Responsible and hardworking postgraduate with a specialization in HR and Marketing, worked as an HR Manager at Headrun Technologies and its sister company, Mieone Technologies Pvt Ltd (StockOne).

People find me to be an upbeat and self-motivated team player. I am reliable, passionate and dedicated at work, with a genuine interest and hands-on experience in Payroll processing and Statutory Compliance. Additionally, I have also mastered the business skills required for GST filing, invoice processing and preparing documents for staff recruitment, client acquisition and for various other financial documents.



SKILLS

- Payroll
- Statutory Compliance
- Documentation
- Invoicing
- Team Management
- Recruitment
- Training and Development
- Talent Acquisition



EXPERIENCE

Human Resource Manager | Headrun Technologies

MAY 2016 – AUGUST 2020

Payroll & Employee Attendance:

- Prepared Salary sheet & Pay slips, statutory deductions of the employees using Greypip tool.
- Released salary using CMS process.
- Maintained tracker for employee's reimbursement & monthly overtime.
- Monitored and implemented the performance management system and managed the variable pay of the employees
- Maintained Employee Attendance & Leaves records.
- Updated employee's banking information with accuracy and confidentiality.

Recruitment:

- Evaluated manpower requisition in the organization and managed the overall recruitment from Job Portals according to the requirement for all departments.
- Short-listed applicants by conducting telephonic and face-to-face interviews and coordinated with the Operations Manager to schedule for technical interviews.
- Communicated the employment status to the applicants.
- Maintained the database of the applicants.

Induction & On-boarding:

- Issued offer letter and appointment letter to the new employees.
- Conducted orientation for the new employees on the policies, procedures and work culture.

- Collected collaterals, opened PF accounts, new bank accounts & issued ID cards to the employees.
- Maintained inventory for documents submitted by staff during on-boarding.

Exit Formalities:

- Performed employee relieving process.
- Checking from the notice period of the employee, to Full and Final settlement.
- Processed exit formalities by issuing Experience Letters, Relieving Letters and Exit Interview Form, Clearance Forms

Miscellaneous

- Reviewing policy compliance, non-disclosure agreement and documenting master agreement for client.
- Audited the various activities present in the organization
- Managed renewals of Company documents and client agreement.
- Managed petty cash and end to end transaction of the company.
- Monitored the employee performance and participation in cultural activities

Accomplishments:

- Implemented automatic leave & attendance management system.
- Achieved a statutory compliance of 100%.

Sales Associate | Four Clover Reality Pvt Ltd.

APRIL 2016 – MAY 2016

- Meeting channel partners
- Generating lead through calls [Direct & Indirect]
- Visiting site location,
- Worked in the project called “Legacy Vivienda”

Accomplishments: Closed two deals in 1 month.



EDUCATION

PGDM | M.S. Ramaiah Institute of Management

JUNE 2014 – APRIL, 2016

Post-Graduation diploma in Human Resource Management and Marketing

B. Com | ST. Thomas College

JULY 2010 – APRIL, 2013

Graduation Degree in Bachelor of Commerce



ACTIVITIES

- Volunteered in TCS 10K run
- Participated in Badminton and Cricket Tournament at Headrun Technologies
- Participated in College Fest
- Volunteered for organizing convocation, Fresher’s and college fest.