

## **NELSON ROZARIO**

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DOB: 24th August 1982**

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### **PROFESSIONAL EXPERIENCE**

**Tibro Tours Pvt. Ltd.**

**June 2018 – Till Date**

**Assistant Manager – HR & Administration**

#### **Human Resource Responsibilities:**

- Partnering with hiring managers to determine staffing needs.
- Screening resumes.
- Performing in-person and phone interviews with candidates.
- Performing reference and background checks.
- Coordinating interviews with the hiring managers.
- Following up on the interview process status.
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.
- Communicating employer information and benefits during screening process.
- Serving as a liaison with area employment agencies, colleges, and industry associations.
- Completing timely reports on employment activity.
- Conducting exit interviews.
- Implementing and revising a company's compensation program.
- Creating and revising job descriptions as per business requirement.
- Conducting annual salary surveys.
- Developing, analysing, and updating the company's salary budget.
- Developing, revising, and recommending company policies and procedures.
- Maintaining and revising the company's handbook on policies and procedures.
- Performing benefits administration.
- Conducting new employee orientations and employee relations counselling.
- Maintaining department records and reports.
- Maintain effective control over employee time and attendance reporting.
- Maintaining & evaluating employee performance.
- Organizing & executing Management Meeting and Conferences, maintaining the minutes of the same.
- Conducting & organizing Rewards & Recognition program for the employees.
- Conducting events to encourage employee-employer relationship.

#### **Administration Responsibilities:**

- Supervise and manage all day-to-day office administrative activities.
- Setting up new offices & handling administrative work of offices shifting to new locations.
- Vendor management & office administration (adequacy of stationary / provisions / refreshments / adequacy of sub staff) courier & dispatch (inward / outward / outstation) / also making record of local maintaining.

- Co-ordination and maintenance of systems related to Housekeeping.
- Managing vendors and keeping track of cycle of all maintenance contracts and AMCs.
- Keeping records of visiting cards, utility payments, printing of stationary.
- Maintaining record of AMC (AC, Pest Control, Insurance, etc.) & taking care of Corporate office & Branch Office.
- Updating assets list of the company.
- Handling complete facilities and infrastructure of office and liaising with contractors for the same.
- Liaising with external agencies (municipalities / security agencies / premises co-op society).

### **Initiatives Taken:**

- Biometric attendance device implemented across pan India for effective control.
- Employee's Provident Fund facility.
- Medclaim benefits to employees across Tibro.
- Setting up of committee for Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

**BA Continuum India Pvt. Ltd.  
(Bank of America)**

**Jan 2007 – Jan 2018**

**HR Team Developer** – Human Resources (Shared Services)

### **Responsibilities:**

- Responsible for onboarding newly hired employees in Oracle Application.
- Processing Full and Final Settlement within the stipulated timeline.
- Partnering with Payroll, Finance, Employee Manager and get the required Data for processing Full and Final settlement.
- Driven strategic initiatives to provide Relieving Documents to the employee within weeks' time post their Last Working Day.
- Guiding & mentoring a team of co-worker, responsible for their growth path, feedback & training.
- Managing relationship with Stakeholders.
- Managing End to End employee queries on daily basis. And providing 100 % satisfaction.
- Managing Benefits and Insurance of employees.
- Helping employees in adding their Dependants to benefits. And assisting them during medical emergency by coordinating with Vendors.
- Helping employees with Payroll queries.
- Assisting with provident fund withdrawal and transfers.
- Loss of Pay Audit.
- Background Verification for Ex-Employees.
- Updating employee's personal files.

### **Education:**

- B. Com graduate from Thakur College (Mumbai University) 2004
- Diploma in Computer Application

**Professional Trainings:**

- Attended workshop on Oracle Application
- Attended exhaustive workshop on "HR for HR"
- Attended workshop on "HR Assessment"
- Attended training program on "Communicating Assertively"
- Attended workshop on "Managing Conflicts"
- Attended workshop on "Effective Presentation Skills"

**Hobbies:**

- Singing
  - Riding
  - Photography
  - Swimming
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