

Jessiya Susan James

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Human Resource Professional

An accomplished human resource professional with 2.7 years of experience in various HR domains. Aiming for a challenging HR profile which will help me learn and give a platform to grow and deliver results aligning with the needs of business.

Areas of Expertise

- HR Operations
 - Pre and Post Joining Formalities
 - Employee Onboarding
 - H.R.I.S (HR system-Adrenalin)
 - Payroll
 - Employee Engagement
 - Rewards and Recognition
 - Vendor Management
 - Employee Separation Process
 - HR Audit
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Professional Experience

JLT Independent Insurance Brokers Pvt. Ltd. – (11th August 2017-till 03rd April 2020)

Designation: HR Coordinator

Roles & Responsibilities:

Pre-Onboarding Activity

- Sending New Joinee data to respective stakeholders prior to the candidate's joining for arranging Laptops, Visiting Cards, Access Cards, sim cards, stationery and other assets.
- Sending new joinee welcome mail photograph email, and other mails like documents that has to carried on the DOJ, sim and Id card prior to their joining.
- Chase the IT and Admin team for laptops, workstations, stationary and other assets to get in place before their joining.

Onboarding Activity

- Inform the IT and Admin team on the employees joining.
- Make joiners fill the joining forms and get the other joining formalities in place like initiating and processing their salary account opening formalities, sending HR induction mails, etc.

Post Onboarding Activities

- Creating Employee file. (printing and documenting employee records)
- Entering the new joiners details in Master database (MIS) as well as Brokers Database.

- Creating their payroll login credentials by connecting with the payroll vendor.
- Send Investment declaration and Login details mail to the new joiners.
- Creating library site ID for the employees.
- Initiating their Background verification check with the vendor and connecting with the vendor for timely closure.

Brokers License track for Sales Employees

- Connect with Candidates (who are selected) or existing employees who are eligible for Brokers License and chase them to complete the training and studies and appear for the exam as declared by NIA. (incase of Fresh License)
- Connect with Candidates (who are selected) or existing employees who are eligible for Brokers renewal License and chase them to complete the training through III, IBAI or NIA and submit the renewed license.

Payroll

- To share new joiner's basic data and PF details to the payroll vendor.
- Share data of any transfer cases, location, designation or any other changes to the vendor.
- To share FnF basic data and leave encashment data to the vendor for further processing.
- Share Increment, Bonus details for employees along with any other data that has to be added in the respective month for considering in payroll.
- Make attendance report considering LOPs (Absent), Present, Leaves.
- Handling NPS and Sodexo.

Handling Adrenalin-HRIS (Adrenalin)

- Have been actively a part of the HR team from the inception of Adrenalin in the organisation till actively launching the system in the organisation and accessing the system proactively throughout the tenure.
- Created a SOP for Adrenalin which was further used by the company for internal communication with the employees for their understanding regarding the system.
- Also, other activities like crediting different leaves, changing the employee data, track attendance and other HR activities as per requirement.

Maintaining and handling MIS

- Updating and maintaining employee MIS, Brokers MIS, Background Verification Database weekly.
- Updating and maintaining employee PF data, Medical Insurance data and Brokers Qualified Employees Data on monthly basis.
- Maintaining employee salary and reimbursement account details on monthly basis.
- Collating and maintaining new joiners details for IRDA audit purpose.

FnF Process

- Checking library site clearance for all those employees who are part of FnF in the respective month.
- Share data for FnF to the Finance team as per timelines and keep a track on when the Finance team releases the payment for relieved cases.
- Once, payment is released, get the relieving letters in place, take CEO's signature and send the softcopy of the signed letter along with the FnF sheet to the relieved employees.

Other Activities:

- Was actively a part of **HR audit**. To connect with the auditors and respond to their queries till a green flag was attained from the auditor's end.
- Handle the **Confirmation Process** for employees who are on probation and is due for confirmation.
- **Creating letters:** Visa letters, Bank Loan Letters, Internship Completion Certificates/letters, Confirmation Letters, Relieving Letters, Transfer letters, etc.
- Initiating **UAN activation, PF Transfer and Withdrawal Process online** as per the requirements by the employees.
- **Vendors invoice:** Submit the invoice of the vendors as per timelines and keep a track on the payments.

Summer Internship Project

Name of the company:- M/s. Abbott Healthcare Pvt. Ltd.

Duration :- Two Months

Project Title :- Study of Employee Reward and Attrition Management.

Work Content: :- Handled few activities in reward management, analyse attrition rate, conducted a few telephonic exit interviews, was a part of the HR Audit.

Academic Snapshot

- Currently preparing for UGC NET Exam.
- MMS in HR from Mumbai University with "B" Grade (year – 2017)
- Bachelor of Science (Chemistry) from Mumbai University with "B" Grade (year – 2015).
- HSC from Maharashtra State Board with 57.00%, (Year – 2012)
- SSC from Maharashtra State Board with 74.55% (Year – 2010)

Computer Knowledge: Knowledge in Ms-Excel and other Ms-Office applications

Achievements

- Won first prize in college research paper presentation.
Topic: Cultural sensitivity in business and its impact on team effectiveness
- Won runner up prize in Tug of War match

Extra-Curricular Activities

- Ex Secretary of youth wing ,Marthoma Church,Kalyan
- Active involvement in blood donation drive, fund raising for poor and needy, etc.
- Participated in research paper presentation competition.
Topic: International Human Resource Management Challenges faced by HR Manager

- Other activities like Dance, Antakshari competition, Tug of War competition.

Traits

Creative, Optimistic, Focused, Multi-Tasker, Team Player, Quick Learner, Efficient in coordinating with people.

Personal Doisser

Date of Birth: - 01st of September, 1994

Languages Known:- Hindi, English, Malayalam

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