**Kanchan Kataria**

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Objective:

Human Resource Generalist with 5+ years of experience assisting with and fulfilling organization staffing needs and requirements. Possess a Master’s degree in Human Resource Management and aiming to use my dynamic communication and organization skills to achieve your HR initiatives. Great interpersonal, problem solving skills and passionate about implementing new ideas aligning with the business and technology goals.

Skills:

* HR Policies & Procedures
* Operations Management
* Talent Acquisition
* Compliance Handling
* Employee Separation
* Training & Engagement
* Rewards & Incentives
* Grievance Handling
* Payroll Management
* Microsoft Office suite
* Employee Relations
* Compensation & Benefits
* Orientation & Onboarding
* Process Improvement
* Performance Appraisal

Strengths:

* Excellent communication and time management skills.
* Significant success in HR administrative role for the efficient functioning of day to day activities.
* Proficient understanding of individual’s personality for the purpose of recruitment and interviews.
* Ability to work with employees having diverse skillset.
* Had been involved in cross-functional assignments, having worked with managers of different business groups in Staffing, Employee Relations and Performance Management.
* Successfully spearheaded recruitment campaigns on social media platforms including Facebook, Linked-in and various job portals in addition to coordinating with placement consultants for suitable candidate profiles.
* Extensive knowledge of performance appraisal.
* Demonstrates a sound knowledge of payroll processes including Year-end tax process and statutory contributions.
* Managed Statutory compliances (PF, ESIC, PT, Gratuity etc.) for approx. 200 employees.

Professional Experience:

**Bharat Diamond Bourse**

HR Executive (Generalist Profile) Dec 2018 – Present

* Administered human resource policy and procedures for 200+ employees and trainees.
* Conducted recruitment efforts for organization’s personnel, temporary employees. Prepared Offer Letters for Newly Joined Employees, Employee Certificates & Salary Certificates
* Managed payroll processing for 200+ employees in Spine (HRMS) software.
* Maintained human resource information systems records and compiled various MIS reports from the database.
* Responsible for managing new starter process which include generating employee contracts, assisting in the employee’s initial welcome, orientation and induction.
* Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
* Coordinated with Labour Consultant & contractor for all the statutory compliances including the L.I.C. for the renewal of Gratuity scheme.
* Verify Statutory records of Employee on Vendor Payroll thereby ensuring the salary is paid per the norms.
* Responsible for managing settlement in case of employee separation overseeing clearance from the responsible departments in addition to exit formalities.
* Work closely with Accounts department for handling Provident Fund of the organization’s personnel.
* Assist HR head in Performance Appraisal process preparing database of personnel appraisal, document the rating to perform salary adjustments etc.
* Managed employee on-boarding formalities right from induction, access provision to linking bank account and enrolling into medical benefits.
* Encouraged employee engagement with “Fun@floor” initiative to promote well-being at workplace.

**Powertechnics Infosolution Pvt. Ltd.**

Senior HR (Generalist Profile) Oct 2016 – Mar 2017

* Coordinated with Senior Management on candidate evaluation and job offer.
* Actively managed the talent acquisition by setting up interviews.
* Managed payroll of 100+ employees across 3 branches.
* Directly reported to top management for the employee retention/separation cases.
* Responsibilities included Grievance handling, Performance appraisal, settling the exit cases, maintaining records/track sheet.
* Worked closely with the vendors for validating the invoice for office supplies and managed timely disbursement.

**The Vivansaa Group**

HR Executive (Generalist Profile) Sep 2013 – Sep 2016

* Payroll management for 50+ employees across Bangalore and Pune offices.
* Responsible for talent acquisition starting from conducting interviews right till sharing appointment letter.
* Conducted induction and new joiner orientation sessions.
* Scheduling and coordinating meetings, events and other activities.
* Oversee Relocation management services assisting with Visa formalities and booking official tours.
* Ordered and maintained inventory for office and pantry supplies.

Education:

* B.A from St. Aloysius College, Jabalpur
* MBA- HR and Marketing from SBIIMS College, Pune

I do here by declare that the information stated above is true to the best of my knowledge.