

PRIYA M K

HUMAN RESOURCE GENERALIST

HR Operations | Team Management | Payroll | Compliance | People Analytics

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Location: Bangalore

DOB: 21-January-1995

PROFILE

Human resource generalist with 3+ years of experience working in all accepts of human resources. Seeking an opportunity that will allow me to showcase my core competencies, specialties and allow for continuous grow and development professionals as well. To join an organization, where I can maximize my skills and experience in human resource to contribute to the success of the organization and whose values for human resource are aligned with those of my own.

CORE COMPETENCIES

Professional Skills-

- Employment Law
- Compensation and wage structure
- Time management
- Performance management
- Reporting skills
- Conflict management
- Analytical Skills
- Payroll Management
- Developing standards and accuracy in process

Personal Traits-

- Consistent and Versatile
- Flexible and Adaptability
- Responsiveness and ownership
- Leading teams/ Teamwork

IT Skills-

- Microsoft Office suite- Word, Excel, Power point, V lookup, H lookup, Pivot table, etc.,
- Ramco Software (Payroll software)
- Backbone (Payroll Software)

PROFESSIONAL EXPOSURE

Payroll Executive (Shared Service Center – SSC) – Adecco India Private Limited- Jun-2019 to Present

Key Highlights:

Onboarding-

- Composing the salary structure as per minimum wages.
- Completion of joining formalities for new recruits.
- Rendering complete induction presentation.
- Preparing and rolling of offer letter, taking acceptance and with the help of OB Team to completed OB Process.

Time Management-

- Maintaining employee attendance as per Rota- scheduled.
- Maintaining the accurate personnel files for statutory requirements.
- Monitoring the daily attendance regularization of the employees.

Statutory Compliance-

- Processing the payroll by considering labour law act under Factories act, EPF act, ESIC act, Payment of Wages act, Minimum Wages act, Bonus Act, LWF Act, The Payment of Gratuity Act and other related Insurances.
- Liaise with auditors on audit requirements.

Payroll management & Operations-

- Responsible for entire payroll administration.
- Responsibility of monthly payroll processing of more than 25 clients including Pan India/ Global and international clients.
- Managing grievances of employee on day to day basis which may be related to payroll, increments and incentives.
- Complying with all statutory requirements like PF, ESIC, Professional Tax, LWF, Bonus, Income tax on remuneration and filing returns.
- Driving full and final settlement of all resigned employees with complete preparation of bonus, LTA, leave encashment arrears and clearance of dues within the specified turnaround time.
- Delivering the all-HR letters as per timeline.
- Ending the contract of the contract employees as per the shops and establishment act.
- Responsible for handling staff welfare activities like reward and recognition, conveying birthday wishes, group and general insurance etc.,

Compensation & Benefits-

- Administering the Gratuity scheme, Superannuation and Provident Fund.
- Preparing the compensation structure for new joiners and existing staff as yearly appraisal practice.
- Timely processing the promotions and merit increment letters with complete accuracy.
- Responsible for entire performance appraisal process by preparing the final increment or promotion letters and revised salary structure.
- Ensuring timely completion and documentation of the performance appraisal process for audit and future records.

HR Reports-

- Onboarding reports.
- Leave and attendance management report.
- Performance management report.
- Payroll Report- Current month vs. previous month payroll. Monthly attrition data report, payment collection report, maintaining MIS reports for all clients, maintaining input tracker for business perspective to ensure payout as per SLA.

HR Executive – Yenepoya Specialty Hospital Private Ltd –May-2018 to Jan-2019

Key Highlights:

- Work with company HR Manager & CEO and/or Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
- Report weekly, monthly and quarterly on key HR metrics.
- Direct all hiring and training procedures for new employees.
- Continually educate employees on company policies (including sexual harassment, appropriate dress, and social media permissions, etc.) and keep employee handbook current.
- Administer or change benefits, health plans, retirement plans, etc.
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive.
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have.
- Promote a positive and open work environment where employees feel comfortable speaking up about issues.
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks.
- Understand and adhere to all pertinent labor law.
- Responsible for managing & administration of the company Payroll shared services and ensuring compliance and accuracy in monthly Payroll activities.
- The role responsible for ensuring timely and accurate delivery of payroll.
- Overall responsibility for payroll processing and administration.
- Ensuring time lines are met for salary disbursement and statutory compliance.
- Ensuring Employee Benefits including Employee reimbursements as per rules and regulations of income tax.

HR Executive - HR World consultancy- Aug-2017 to Apr-2018

Key Highlights:

- End to End Recruitment and Sourcing.
- Manpower planning.
- Oversee daily operations of the HR department.
- Measure and report on recruiting metrics, like source of hire and time-to-fill
- Collaborate with hiring managers to identify each position's requirements.
- Analyzing the associate performance on weekly basis.
- Grievance addressed with employees on weekly basis.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have.

PROFESSIONAL ACHIEVEMENTS

- **Kudos from CEO** – on streamlining process and invoice submission in given timeline during the first stage software implementation.
- **T3 Software implementation project** – I have been coordinated and tested process scripts for implementation of T3 software. And after implementation I have been worked in a team to make software more efficient.
- **Implemented IPC Health skill development training programs for white-collar and blue-collar employees.**

LANGUAGE PROFICIENCY

ENGLISH	●	●	●	○
HINDI	●	●	●	○
KANNADA	●	●	●	●

ACADEMIC EXPOSURE

- **MASTER OF BUSINESS ADMINISTRATION**
(Specialization in HR and Finance)

KVG College of Engineering Sullia.D.K – 09/2015 to 07/2017

- **BACHELOR OF COMMERCE** (Specialization in Taxation)

Nehru Memorial College, Sullia.D.K- 06/2012 to 07/2015

ACADEMIC PROJECT AND INTERNSHIP

A Study on Employee Retention in Avant Garde Hospitality.

- Conducted Research Survey in Avant Grade Hospitality to implement the strategy to reduce the employee retention.
- Analyzed the problems of employees in Avant Grade Hospitality and suggested.
- Analyzed factors that influence and motivates the employee retention in organization.

ACADEMIC ACHIEVEMENTS

- Participated in National level management fest at Shreedevi College of Engineering, Mangalore.
- Attended National Integration NCC Camp at Karnataka and Gujarath.
- Secured 1st place in National Level Cultural program.