

BHAWNA VANODA

Human Resources Generalist

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Career Objective

Seeking a position in life to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active member.

Education

MBA: HUMAN RESOURCES

SUBHARTI UNIVERSITY- Meerut

B.TECH: ELECTRONICS COMMUNICATION

VIDYA KNOWLEDGE PARK - Meerut

Work History

2021-04 - Current

HR (Human Resources Generalist)

Elegant Galaxy Pvt. Ltd, Noida, Uttar Pradesh

- Maintain and develop a pipeline of eligible candidates for future open positions.
- Conduct interviews via phone or in-person.
- Qualify or reject candidates based on interview feedback and resume reviews.
- Serve as the contact person for questions from candidates.
- Meet weekly quotas related to calls and emails.
- Responsible for all aspects of payroll processing ensuring transactions are in compliance with internal and external payroll and time & labor laws, policies and practices.
- Maintain a comprehensive understanding of pay calculation rules not limited to new hires, termination, time processing, and payroll adjustment for assigned market and general understanding of local laws governing payroll processing.
- Audit, and maintain payroll & timekeeping records in compliance with established standards.
- Comprehensive understanding and maintenance of Process documentation, and Controls, Policies adherence.
- Comprehend payroll challenges and drive solution by challenging status quo, execute process improvements.
- Receiving paper forms and processing appropriately.
- Maintain the Payroll processing checklist, reviewing and making appropriate updates.
- Reconcile and audit various payroll-related activities and investigate variances.
- Manage relocation imputed income processes.
- Assist the Global Mobility team with compensation collection with regards to tax preparation.
- Respond to and assist employees with inquiries and questions in a timely manner.

2019-07 - 2021-04

HR (Human Resources Executive)

Xihi Technology Pvt. Ltd, Noida, Uttar Pradesh

- Payroll Administrator, process employees paychecks by collecting their payroll data and timesheets.
- Handling myriad tasks, from collecting bank and direct deposit information to handling paper checks for employees, from maintaining accurate records to keeping up on taxation and much more.
- Good knowledge of Gratuity, PF, ESIC, Compliance.
- Develop and implement HR strategies and initiatives.
- Build management and employee relations by addressing demands, grievances.
- Administer compensation, salary structure and benefit plans.
- Handling talent acquisition process from screening to joining of the employee by exploring portals, social media, referencing, internal referrals, mapping etc.
- Research and post on relevant portals for hiring.
- Shortlist and proactively reach out to the potential candidates.
- Schedule interview, maintain a database of the interviewed candidates.

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- Build the HR policy and culture of the firm.
 - Lead and build the HR team of the firm in the long run.
 - Employee Grievance Handling by doing regular catch-ups with employees to ensure high happiness quotient within the firm.
 - Salary appraisal/Performance review every 6 months and year.
 - Complete the documentation and close the end to end hiring process.
 - On-boarding and Exit Management of the employees.
 - Coordination between various departments.
 - Conduct training and development programs in the organization.
 - Develop innovative ideas for employee engagement activities.
 - Promote HR programs to create an efficient and conflict free workplace.
 - Handling documentation, attendance, leave cards, salary slips, leaves benefits, Key Performance Incentives (KPI), issuing of offer letter and joining and exit formalities.
 - Ensuring the department complies with all recruitment Policies, Rules and Regulations.
 - Setting up and Tracking of Employee Probationary Periods.
 - Maintain employee information in databases and ensure appropriate modifications.
 - Provide new hires with information on company policies and procedures.
 - Performed pre-interview phone screening calls to enable managers to focus on the most desirable candidates.
 - Screening Phone calls, E-mails, Letters.
 - Supporting Lines managers in Performance Management.
 - Handle documentation for medical insurance.
 - Assisted in carrying out induction programs.
 - Updating employee data like attendance, absence, salary etc.

Accomplishments

- Major training 2 months industrial training in BEL (Bharat Electronics Ltd), Sahibabad, Ghaziabad. on signal Radar system and communications.
- Have Experience in Mass Recruitment Drive.
- Trained newly Joined Employees during a 6 Month Project.

Certifications

- Payroll Certification.
- Qualified in English and communication skill course.
- Certificate of participation in Robotryst Association with Tryst 2014 IIT Delhi.
- Certificate of Sofcon workshop in industrial automation field.
- Certificate of complete C++ language.
- Certificate of excellence in Green force club.
- Certificate of NCC (A), NCC (B)

Skills

- Human Resources Management
- Human Resources Processes
- Human Resources Policies
- Human Resources Records
- Recruitment & selection
- Good command on MS Office applications (MS-Excel, MS-Word, MS Power-point)
- V-lookup, H-lookup
- Payroll knowledge and expertise.
- Performance management.
- Have good verbal/ written communication and documentation skills.
- Communication skills/Interpersonal skills.
- Human Resources Information Systems.
- HR data and analytics.
- C++

The above information submitted by me is true to my knowledge, and on the merits of my candidature, I hereby submit my resume for a suitable job in your esteemed organization.

BHAWNA VANODA