



SALONI BHATT

HR PROFESSIONAL

CONTACT

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EDUCATION

MASTER IN BUSINESS ADMINISTRATION: HUMAN RESOURCES

Sriram Institute of Management &
Technology

2012-2014

BACHELOR IN BUSINESS ADMINISTRATION: HUMAN RESOURCES

Bhai Parmanad Institute of
Business Studies

2009-2012

ABOUT

Saloni is a HR Professional with a management education background. She strives to be an enterprising personality and work towards an environment which encourages new initiatives and to better existing processes. With over 7 years of work experience she is engaged as in recruitment, Hr Operations.

CORE COMPETENCIES

Recruitment
On Boarding
Employee Relation
HR Administration

Time Management
Leave Management
Payroll Management

EXPERIENCE

HR OFFICER - HUMAN RESOURCES

Fortis Hospitals Limited - Noida | April 2014 - Till Date

- Aggressively manage the recruitment process and life cycle, including sourcing, screening, job posting.
- Manage all the HR Operations Day to Day activities.
- Responsible for handling employee's queries.
- Experience in Oracle with proficiency in HRMS applications such as Core HR, Employee Self Service, Manager Self Service, and Exit Management.

MANAGEMENT TRAINEE - INTERNSHIP

Sureland Fire & Security Pvt Ltd. | June 2013 - August 2013

- Understand HR policies and its implementation in Sureland Fire & Security Pvt Ltd.
- Worked on HR module of ERP
- Maintain the records of Attendance in through biometric system & understand the Leave Policy & maintaining the leave records.
- Employee Engagement

AREAS OF RESPONSIBILITY

TALENT ACQUISITION & ONBOARDING

- Managing the complete recruitment life cycle for sourcing the best talent from diverse sources for Nursing positions and Non – Medical.
- Sourcing, screening, conducting preliminary rounds of interviews and arranging Functional interview for shortlisted Candidates.
- Undertaking duties supporting the recruitment and selection function including placing adverts, pre-employment checks and reference checks.
- Preparing Database of candidates for critical Positions.
- Responsible Walk-ins in case of huge recruitment requirements.
- Responsible for Campus Drive
- Facilitating Newcomers joining formalities and documentation, Employee Id generation In Oracle.
- Responsible for releasing offer letters, appointments letters, contracts on timely basis.
- Coordination with Vendors for Bank account opening, Staff Id Cards, Pan-card, etc.
- Coordination with the IT team for creation of official email id.
- Drafting the mail for the Organization Announcement of New joining.

HR OPERATIONS

- Addition & Deletion of employees in Medical Insurance Policy on Monthly basis & preparation of report.
- Handle the Insurance Claim Queries for Reimbursement Process.
- Responsible of Enrollment of employees in ESIC, Updating KYC of employees in PF.
- Keeping track of Confirmation of employees.
- Assisting the HR Manager with other activities.
- Preparing various letters like offer Absenteeism notice, warning letter, experience certificate, reliving letter, Visa letter, NOC letter, Still working letter, etc.
- Coordinating the employee engagement activities.
- Keeping track record of manpower and Absenteeism
- Respond to Hr related enquirers from employees and ensure to provide the results within the timelines.
- Maintain & Update all relevant tracker as required for HR Database Management.
- Participating in Internal and External Audit.

ORACLE HCM ADMINISTRATION

- Employee Data Management on Oracle Business Suite R12.
- New Employee Creation.
- Handling Employee Queries end- User Issues
- Employee Life Cycle Management on Oracle HCM

ATTENDANCE & LEAVE MANAGEMENT

- Maintaining leave records.
- Leave Reconciliation.
- Addition of employees in Biometric System i.e. Savior.
- Addition of Employers in HIS System.
- Compilation and processing of attendance data of the employees through Oracle System.

PAYROLL MANAGEMENT

- Providing inputs for Payroll processing.
- LOP, Hold & Salary Release Inputs.



TECHNICAL SKILLS

- Worked on ERP & Oracle.
- Operating system: Windows 7, and Windows-XP
- MS Office Package: MS OFFICE , Outlook, Naukri.com, LinkedIn
- Internet

EXTRA CURRICULAR ACHIEVEMENTS

- Volunteered in 'Blood Campaign' held at Bhai Parmanad Institute of Business Studies.
- Was part of the team in HR Conclave. The topic of the conclave was Economic Turbulence- HR challenges / opportunities.
- Awarded 2nd Runner-up in "Policy Contest" by HDFC Life Insurance during summer training.

PERSONAL DETAILS

- Father's Name : Mr. Ashok Kumar Bhatt
- Date of Birth : May17, 1991
- Linguistic Proficiency : English /Hindi
- Sex : Female
- Nationality : Indian
- Permanent Address : A-501, Officer City-1, Rajnagar Extension , Ghaziabad, Uttar Pradesh – 201017.

DECLARATION

I hereby declare that the above – mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above- mentioned particulars.

Place : Ghaziabad
Date : 05-June-2021