



KRITI JAIN

About

An HR professional experienced in HR processes, Talent Acquisition, Employee Lifecycle Management, Performance Management, Contract & Vendor Management, Team Management, Background Verification, Attendance & Leave Management Employee Relations & Statutory Compliance, Employee Compensation & Benefits and Welfare Activities.

Career Objective

Seeking a challenging role where I can leverage my expertise to drive organizational success and foster a positive work culture.

Work Experience

Indian Pollution Control Association

Senior Manager-HR || February 2020-Current

Key Responsibility Areas

- Recruitment, Induction & Orientation, Performance Management, Leave Management
- *Events & Employee Engagement Activities:* Foundation Day, Exit Ceremonies of projects, birthday celebrations, off-sites, inter-team lunch activities, inter-team ice-breaking meetings, Festive events in office
- Quarterly training programs such as Occupational Health, Safety & Environment, Sexual Harassment at Workplace, Fire Safety training program, Business Ethics & Code of Conduct, Ergonomics recommendations training for remote work for employees during Covid-19 period,
- *Policy design & implementation:* HR Policy, Sexual Harassment at Workplace.
- *Manuals' preparation:* Occupational Health, Safety & Environment Manual, Quality Management System Manual, Standard Operating Process for project teams
- Statutory compliance: PF, ESIC & timely submission.
- Employee feedback surveys, performance issue letters, termination and exit interviews
- In-charge of payroll administration and to make all necessary co-ordination to make a smooth and efficient operation

Aritone Global Ventures Limited

Assistant Team Lead || November 2018-December 2019

Key Responsibility Areas

- IT/Non-IT Recruitment
- Trained & supervised team to deliver manpower to clients, efficiently & timely.
- Managed interview process on behalf of clients and candidates, maintaining appropriate confidentiality with both parties.
- Sourced candidates through social media platforms, for available positions.
- Advertised and managed position listings, organising interviews with suitable candidates.

Get in contact

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Core Skills

- Application -Microsoft Office (Word, Excel, Power Point)
- IITRET eTDS WINDOWS
- Auditing - HR Department
- E-code generation in Oracle ERP & Payroll Processing
- Operations planning
- Reporting Management
- Benefits Programme

Accomplishments

Indian Pollution Control Association

- Accomplished SEDEX Audit
- Updated and implemented minimum wage, health & safety, anti-harassment policies for continued company compliance with employee safety & human rights guidelines.

GlobalLogic:

- Accomplished three drives for Statutory Forms at PAN India level and collected 1800 forms
- **Spot Award-Spotlight of the Month-May'18**
- Accomplished HR-ISMS & QMS audits PAN India
- Worked on Global User Acceptance Testing (UAT)

References

- **Mr Ashish Jain**

Indian Pollution Control Association
+91- 93124 32405

- **Ms. Anjali Joshi**

GlobalLogic

Contact No- +91-9818819546

- **Ms. Sahiba Walia**

PwC

Contact No- +91-9910100982

Languages known

- Hindi
- English

GlobalLogic India Limited

HR Trainee || May 2017-November 2019

Key Responsibility Areas

- Managed upkeep, auditing and updating employee records, both hard and soft copies.
- Conducted induction programs and managed joining formalities.
- Handled HR administration, welfare activities , and employee engagement such as health fairs, festive events, planning HR off- site.
- Audit wage report and bonus part before payroll processing at the end of the month
- Employee Code & Payroll User Acceptance Testing(UAT)
- HR Helpdesk - Managed employee helpdesk by reverting within TAT to queries
- Managed Oracle ERP modules and executed separation processes.

Comptaax E-Software Private Limited

Software Executive || December 2011-January 2016

Key Responsibility Areas

- Ensuring compliance of TDS as per law, preparation & filing of manual & E-tds returns, preparation of TDS Certificate (Form16,16A)
- Maintaining active/inactive client software data, TDS analysis and return filing.
- Resolving queries relating to TDS, employee monthly salary breakup in software.
- Helpdesk - Managing the employee helpdesk by reverting within TAT to queries.

Self Declaration

I hereby declare that the particulars of the information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date: 11.05.2023

Place: New Delhi



Kriti Jain