




Priya Sherawat

Targeting senior level assignments in **Human Resource Management and General Administration** with an organization of repute

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Core Competencies

Human Resource Management

General and HR Administration

Performance Management System

Retention Management

Employee Relations

Payroll Management

Organizational Development

Commercial Negotiations

Expatriate Management

Travel Desk Management

Vendor Management

Housekeeping Management

Personal Details

Date of Birth:

15th October 1987

Languages Known:

English, Hindi and Gujarati

Address:

Haryana-122102

Soft Skills



Profile Summary

- ▶ Accomplished professional with **10 years** of extensive experience in cross-functional environment.
- ▶ Directed employee engagement activities on monthly basis; conducted activity programme for all departments.
- ▶ Drove effective maintenance of HR policies & successfully implemented the same through a series of efforts.
- ▶ Administered cross-functional tasks at head office which included coordination, managing agency, discussion events, HR role and office décor.
- ▶ Coordinated with customers, Multiple Vendors, Auditors and different Departments.
- ▶ Ensured documents in personnel files joining formalities, Confirmation, Salary Revision, Promotion, Resignation and Full & Final Settlement
- ▶ Administered office events like Diwali celebration (which includes office décor, Diwali bonus, Diwali gift to employees, New Year celebration, birthday celebration of employees)
- ▶ Managed joining formalities; drove skill matrix update, employee database management, record maintenance and orientation needs.
- ▶ Skills in addressing operational issues, resolving the performance bottlenecks and achieving desired objectives.
- ▶ Successful in managing end-to-end HR processes at different levels in a matrix structure and ensuring risk mitigation & compliance.
- ▶ Coordinated office activities and operations to secure efficiency and compliance to company policies.
- ▶ Supervised administrative staff and divided responsibilities to ensure performance.
- ▶ Key driver of Change Management processes that were successfully implemented for streamlining operations, building employee morale, controlling attrition and building committed teams.
- ▶ Expertise in relationship management with a positive and learning attitude; ensured successful ramp-up of business assignments.
- ▶ Handle corporate office with white collar staff including housekeeping staff and filed staff.
- ▶ Responsible for facility management with office security, Pantry services, travel, Asset Management, courier management, and cab management.
- ▶ Managing Recruitment, Selection, Induction, Performance Management, Exit formalities, attendance management, and payroll management.
- ▶ Ability to work autonomously.
- ▶ Self-starter can work under pressure.
- ▶ Strong interpersonal skills
- ▶ Leadership quality and team management
- ▶ Experience working with a global company, working at a consulting company

June 2022 to till date (IT INDUSTRY) as Senior HR Manager (Project manager)-Nityo InfoTech-Remote

Key Result Areas:

- Responsible for attendance, leave, Leave planner, timesheet approval, timesheet management, expenses etc.
- Administration and maintenance of Payroll, Employee benefits, Performance evaluation, employee engagement.
- Employee benefits, Performance Evaluation, Onboarding and off boarding.
- Collaborate with finance team to track and manage payments and process expense reimbursements.
- Attending meeting with HOD team to ensure project is moving smoothly
- Maintain records for consultant in terms of HR records, assets management.
- Assist in client relationships for supplier side operations (background checks, contracts, portal, resource onboarding) as needed.
- Manage electronic employee files with discretion and confidentiality to ensure compliance, accuracy, and data integrity.
- Experience working with a global company, working at a consulting company, working remotely, supporting Singapore, Indonesia, Thailand, Sri Lanka, Philippines, France, US and India.
- Work closely with senior members of the HR team to handle the performance management cycle process from start to end.
- Single point of contact for employees in terms of HR issues, providing all the HR related information & data ensuring accuracy and timely deliverable.
- Responsible for handling queries related employee life cycle & background verification, Full and final, Payroll, Assets management, Health insurance etc.
- Prioritize and handle multiple projects and complete tasks efficiently and effectively.
- Oversee employee queries/complaints/grievance procedures & facilitate resolution, whenever needed.
- Investigate & resolve complex or critical employee relations issues in a timely and effective manner.
- Providing support to hiring managers in terms of operation issues, weekend support roster, performance management etc.

May'16 to Dec 20 with Axereal (French Company Start-up) as HR and Administration Manager

Human Resource Management

- Payroll management-Salary distribution, expenses, taxes etc
- Making payroll sheet which includes new joining, termination.
- Facilitates audits by providing records and documentation to auditors.
- Prepares and maintains accurate records and reports of payroll transactions.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates about Zoho people for attendance, Zoho expenses. for submitting expenses on portal, successfully implemented also.
- Responsible for new hiring for junior level, mid-level as well as senior level.
- Responsible for making offer letter, induction, joining formalities, Appointment letter etc.
- Responsible for filing, documentation, & keeping records of employees.
- Responsible for all HR Correspondence (Increment Letter, Promotion Letter, Experience Letter, Confirmation Letter, Transfer letter etc)
- Responsible for BGV, Performance appraisal, Health Insurance, full and final settlement etc.
- Perform other duties as well as requirements of the company as company organization was start up.

Administration:

- Rendered support to all company's issues related to renewal of licenses, expiry of license, and meeting with different vendors for licenses.
- Visit to government departments (Agriculture Ministry, DSIR Offices) and other government departments asked by the company.
- Travel Desk Management, Hotel Booking, Cab Booking, Flight Booking for Expats with Visa and Covering Letter
- Facility Management, Cafeteria Management, Office Cleaning, Housekeeping Management
- Vendor Management, Cab, Office Stationery, Office Equipment, Hotel, Flight, Mediclaim and Banks Account Opening

Accounts:

- Managed business transaction records and received checks, receipts, invoices, bills and statements.
- Checked team expenses, updated and maintained reimbursement records in hard and soft both
- Administered:
- Bank Records, Salary Processing to Employees Account as well as all Vendors Payments
- French (Group Representative of Company)-Flats Issue, Monthly Payments of Flat, Drivers Issue, Salary and Overtime of their Driver, Dispel Calculation, Car Services, Car Insurance, other Car & Driver related issues

Key Result Areas:

- Administered leave & attendance management for HCL employees through SAP and performed HR Operations (Joining, Induction, Insurance, Full and Final Settlement)
- Managed:
- Payroll operations including coordination with payroll vendor and rendered support in employee engagement activities and training coordination.
- Employee Database, Hire Promotion, Change/ Transfer, Exit and Benefits
- Documents in Personnel Files Joining Formalities, Confirmation, Salary Revision, Promotion, Resignation and Full & Final Settlement

➤ Previous Experience

Feb'12 to Oct'15 with Carlson Wagonlit Travel as Operations Executive



Jul'10 to Feb'12 with IBM Executive-(Operations-Admin.)

Education

Post Graduate Diploma in Entrepreneurship and Management



M.B.A. (HR and Marketing) from I.C.F.A.I. College in 2010 '



B.Com. from Gujarat University in 2008