**Niharika Panda**

**Contact No: 8123484812**

**Email Id: Niharikapandasfdc@gmail.com**

**Location: Panathur, Bangalore**

**OBJECTIVE:**

To seek a challenging career in the field of human resources and to channelize my capabilities towards individual & organizational benefits which will add value to me and the Organization.

**PROFESSIONAL SYNOPSYS:**

* A results-oriented & Self-motivated professional with 7+ years of experience in multiple dimensions of Human Resources like HR Business Partnering, HR Operations, Employee Engagement, Performance Management, Talent Acquisition, Resources Management, HR Strategy
* Single Point of Contact (SPOC-HR) for Bangalore, Hyderabad & Delhi branch of 130 +employees.
* Working knowledge of HRIS tools- **ERP -Microsoft Navision,** **QuickBooks**, **SecureAX**, **Saral Payroll Software, Greenhouse, Salesforce.**
* An effective communicator; Expertise in managing all aspects of people management with decision making ability and conflict management
* Highly flexible and adaptable contributor, also capable of working under pressure
* Adopt in handling the day-to-day administrative activities in starting career.

**EDUCATION:**

2010-2012 **MBA (HR & MARKETING)** from Gayatri Vidya Parisad, Andhra University.

2007-2010 **BSC (BIOTECH)** from TSR & TBK Degree College, Andhra University.

**HR SKILLS:**

HR Business Partnering / HR Administration / HR Operations

Performance Management / Resource Management

Employee Engagement & Connect /Grievance Management

Employee Benefits / Payroll and Leave Management

Final Settlement / Exit process/ Rewards & Recognition

Policies updatation/ Policy checking/ Formulation of Policies

Talent Acquisitions /Manpower Planning/ HR Analytics

**PROFESSIONAL SYNOPSYS:**

**Organization: Sonnick CRM Solution LLP ( IT Industry)**

**Designation: HR Specialist (3rd June 2019 to 30th September 2020)**

**Organization: Merlinhawk Aerospace Pvt Ltd (Manufacturing Industry)**

**Designation: Senior HR Executive (7th May 2018 to 29th May 2019)**

**Organization: Ramsoft Technologies Private Limited ( IT Industry)**

**Designation: Senior HR Executive (30th July 2015 to 29th Dec 2017)**

**Organization: Possible SoftTech Pvt Ltd (**[**Digital Marketing Industry**](http://www.possiblesofttech.com/)**)**

**Designation: HR Business Partner (2nd July 2012 to 28th July 2015**)

**KEY RESPONSIBILITIES:**

* **Business Partnering/ HR Administration / HR Operations**
* Managing entire employment lifecycle, starting from on-boarding to exit formalities.
* Managing HR function for the organization and handling a team of 3 HR Executive.
* Managing various HR functions to ensure smooth functioning of HR activities / processes & maintaining healthy employee-employer relations.
* Conducts weekly meetings with Vice president on required HR support
* ISO documents preparation and maintenance and facing the external ISO Auditors for certification
* Educating employees regarding Orientation, disciplinary procedures, Leave policies etc
* Preparing revised job descriptions across all levels and categories
* Interviewed employees to build an accurate picture of their skills required for each position
* Reworked new-hire orientation program to include HR information and company resources
* Coordinating with all managers/Leads in all employee related issues regarding employee investigations, absence issues, grievance and discipline etc
* Maintained Database and Personnel File, Prepared offers and appointment letters and annual track list of increments & confirmations of employees
* Assisting the Business Cases and planning the next steps
* Communicate policies and processes to employees
* Translating and Simplifying requirements, whenever needed
* Taking feedback from existing clients, to improve the current offerings
* Sending gifts to clients on different occasions, to maintain long-term relationships.
* Drive best practices and improvements to internal processes & systems
* Running E-mail Campaigns for Domestic prospects across multiple industry segments
* Designing and Preparing customized proposals, based on the Customer needs
* Preparing Invoices for clients and handling negotiation process
* Visiting branches for employee interaction, addressing their issues.
* Calling Axis Bank executives for opening new Joiner Accounts (Debit cards) for salaries
* Overall general Administration and managing day-to-day office activities
* Consult regularly with management and provide guidance when appropriate
* Managing and presenting all the documents and reports as required during the Internal & External audit to the auditor as a part of yearly HR Audit. Responsible for solutions to the queries raised by auditors
* Maintain awareness of the culture, plans, financial position, and competition of the business units under the HR purview
* Maintaining record of employees of all departments
* Organizing Training & Developmental initiatives
* Pre & Post employment verification and preparing of all kinds of letters
* **Performance Management System – Appraisals / Resources Management :**
* Plan and deliver the Monthly/Mid-Year/Annual Appraisal process for entire organization within specific time line
* Ensure goals/target set for new joiner and communicated on the same
* Train/educate all Managers/employees to complete PMS as per guideline
* Plan and deliver training session on PMS and handle communications & queries on PMS.
* Responsible for PMS final closure with Vice president
* Identify top talents to retain for longer period and define career growth for them
* Record & store performance review for future reference
* Cull out strategic and relevant dashboards to help business managers make objective assessment of their people with respect to business performance keeping in mind the forecasts of people requirements
* Train manager to rate their team members
* Identify behavioural & domain training need based on appraisal rating analysis
* Work with Vice president for training content & Monitor training programs to ensure that training objectives are met
* Facilitate the monthly review process for productivity of each employee and grade them against their target achievement percentage in line with grade standard of the organization
* Notify managers on employee performance and discuss way forward
* Work with Business heads and managers to identify talents on bench and movement to other projects/vertical based on open position
* Find ways to build morale, improve workplace relationships, and boost productivity and retention
* **Employee Engagement/ Grievance Management :**
* Ownership of employee engagement to be a Catalyst between organization and the employees.
* Meet employees across various levels at regular intervals at both formal and informal forums to assess the employee satisfaction levels and anticipate potential issues
* Plan and publish skip level meetings with Employees, managers, to publish report with analysis.
* Ensure high levels of engagement among employees through various initiatives like Theme based quiz, Town Hall Meeting, productivity tips etc. in order to drive maximum business alignment across all functions in the Organization
* Ensuring smooth orientation of employees to company’s culture and values by conducting Induction
* Partnering and supporting to team for initiatives and interventions to Connect, Engage & Retain employee
* Handling employee queries & ensuring resolution within committed timelines
* Responsible for planning various Fun @ Work activities - Team Building games, Festive Celebrations (Holi/Diwali etc.), Team Outing, organizing cricket match etc
* Establish Salary Helpdesk for all employees and every month to support /address their queries on last month pay out if any
* Review Grievance tracker every week on status and publish report to director.
* Analyse grievance trends monthly to identify area of improvement and training needs vertical/team/grade wise
* Plan & execute monthly Fun & learning activity for employees
* Share closure report of engagement activities with next month employee intervention plans to Vice President.
* Solving the query related to policy, leaves, attendance corrections.
* **Organization Development/Policies/ Rewards & Recognition :**
* Responsible for getting employee satisfaction surveys done by personally visiting the floor and sharing the feedback with both Directors
* Work with admin and marketing team to implement & monitor the further action plan based on survey data
* Interfacing with management for implementing HR policies and procedures in line with core organizational vision and objectives
* Regular reviewing, revising and updating policies and procedures in the light of changing business environment and interpretation of policies with clear communications
* Formulating the rewards & recognition/incentive/bonus/retention strategy for the organization.
* Collating, reviewing the monthly/quarterly nominations
* Partnering with Vice President to identify the deserving employees for rewards based performance data for the month
* **Compensation & Payroll Management / Employee Benefits :**
* Hands on experience in Payroll, Attendance, Leave & Benefit Disbursement like incentive, bonus
* Set up monthly Employee benefit helpdesk for all new joiners
* Maintenance of HR record for employees, the separation of employees by conducting Exit Interviews and processing the required documents
* Conduct Half Yearly Review of employee’s grade/designation role alignment and take necessary action for changes if any
* Conduct job satisfaction survey and analyse the report to find improvement area and factors of job satisfaction
* Approving Travel Reimbursement and processing for payment.
* **Running monthly payroll cycle** & sharing the inputs with Accounts team for final processing. Salary statement generation and coordinating with bank for disbursing the salary and Employee Pay slips generation & Distribution
* Attendance & Leave Management through SecurAX Software System
* **Talent Acquisition/Manpower Planning & Delivery :**
* Responsible for assessing the staffing requirements to achieve the manpower needs for the organization
* Managing the complete End to End Recruitment cycle & Specialist in ATS -Greenhouse.
* Manpower Planning in line with project pipeline plan requirements in consultation with heads of different functional and operational areas, conducting selection interviews and offer generation
* Tracking & Executing on Open Position per Manpower plan & doing monthly Sign-offs & reconciliation jointly with Finance. Managing Rewards and Recognition program with business
* Broadcasting the requirements to Vendors and recruiters
* Managing hiring events like walk-ins, weekends-Drive, Campus hire etc
* Employee Referral Notifications and coordinate other hiring programs
* Having one to one discussion with the employee and working out options of retention with the business unit leadership team wherever required
* Maintaining MIS Reports from ATS on monthly Basis for the management review
* Preparing the hiring plan based on the job specification and job description
* Monitor & streamline recruitment process on regular interval
* Monthly Requirement Report Submission
* Hands on experience in functional and business hiring
* Well versed with working on multiple job portals
* Experienced in working with third party and consulting firms
* Good understanding of IT, ATS- implementation process
* Managing Background checks, Generation and issuance of offer letter
* **Mediclaim Insurance**
* Share the List of employees as per the Master during policy renewal
* Share monthly addition and deletion of employees
* Co-ordinate for Cashless/ Re-imbursement Hospitalization
* Co-ordinate for claim submission and closure

**Personal details:**

Date of Birth : 10th July 1989

Marital Status : Married

Father’s Name : Mitrabhanu Panda

Language’s known : English, Hindi,Telugu, Odiya

Permanent Address : Panathur, Bangalore

Pan Card Number : CECPP2971R

**Date:**

**Place: (Niharika Panda)**