

Satakshi Bajpyee

304/18, Gopal Bhavan, New Mill Road, Kurla (West),
Mumbai- 400070

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Objective:

HR Generalist with 5 years 2 months of experience in Human Resource and Management. HR objective and administrative benefits aiming to secure a position within top MNC and seek a dynamic career, to utilize the acquired knowledge and experience in challenging environment.

Core Competencies:

- A key responsibility to maintain personal and professional development of the organization, which involves employee orientation, development and training.
- HR policy development and documentation in line with the company for corporate vision.
- Responsible for the day-to-day management of HR operations, Policy and Procedure development, analyzing workforce data and trends to identifies the gaps.
- Good Experience on Payroll processing, Attendance Mapping, FnF Settlements, Appraisal Handling, Tax calculation, Statutory Compliance, MIS, Grievance Handling.

Skills:

- Knowledge of MS (Word, Power Point, Excel).
- HRMS Portal.
- MIS.
- Compliance.

Work Experience:

More than 5 years' experience in HR Generalist.

ANDROMEDA Sales & Distribution Pvt. Ltd.

Duration: March-2023 to Till Date

- Handling onboarding process, ensuring a seamless integration into company culture.
- Maintaining accurate and up to date employment data in HRIS system.
- Resolve Employees enquires about HR policies, benefits, compensation workplace matter.
- Assist in HR project (employee engagement program and process improvement).
- Track monthly payouts and maintain monthly HR Dashboard.
- Processing of monthly payroll and salary reimbursement.
- Maintaining HR Compliance records (TDS, Gratuity, ESIC, PF, PT, Mediclaim & Bonus).
- Creating UAN Number & ESIC Number of the New Joiners Employees.
- Handling Employee's Grievance.
- Maintaining HR MIS Data.
- Handling Offboarding process.
- Handling the Full and Final settlement post notice periods of employee.

ATHENA Pvt. Ltd.:

Duration: June-2018 to March-2023

- Handling employee onboarding process.
- Providing induction to new Joinee.
- Resolve Employees enquires about HR policies, benefits, compensation workplace matter.
- Assist in employee engagement in project.
- Processing of monthly payroll and salary reimbursement.
- Maintaining HR Compliance records (TDS, Gratuity, ESIC, PF, PT, Mediclaim & Bonus).
- Creating UAN Number & ESIC Number of the New Joiners Employees.
- Handling Employee's Grievance.
- Maintaining HR MIS Data.
- Provide Payslip & IT statements to the employees.
- Providing all types of Letters such as Offer Letter, Increment Letter, Promotion Letter, Experience Letter, and Termination Letter.
- Handling the Full and Final settlement post notice periods of employee.

Education:

- Master of Business Administration, (Human Resource):
Examination Passed in 2017 from AKTU University.
- Bachelor of science:
Examination Passed in 2015 from DAV University.
- Higher Secondary Examination:
Examination passed in 2012 from K.V School, CBSE Board.
- Secondary School Certificate:
Examination passed in 2010 from K.V School, CBSE Board.

Personal Details:

- Date of Birth: 21th June 1993
- Address : 304/18, Gopal Bhavan, Shivaji Chowk, New Mill Road, Kurla (West).
- Nationality : Indian.
- Marital status: Married
- Linguistics : English, Hindi.
- Hobbies : Listening music, Travelling, Interacting with People and Help to others.
- Strength : Positive Thinking, Ability to learn quickly, hard worker, Time Management.

Declaration:

I am very confident of my skills to work in a good team. I hereby declare all the above given information are true to the best of my knowledge.

Satakshi Bajpyee