

Jaya Gore

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HR Generalist

Career Objective:

To provide full management function of profitability, planning, controlling & coordinating all activities within the organization to standards required by company and to ensure continued growth of the business, able to deliver the highest standards of customer service and operations.

Synopsis:

- Total around 11+ years of experience in Human Resources as HR Generalist and Office Administration.
- Vast experience in handling various HR Process. (Man Power Planning, Recruitment, Selection, Performance Management and Training and Development)
- Adept at people management, maintaining healthy employee relations, handling employee grievances thus creating an amicable & transparent environment.
- Skills in identifying and sourcing best talents as per the vacancy requirements.
- An effective communicator with excellent interpersonal & relationship management skills.

Professional Experience :

Presently working as HR freelancer for Recruitments, HR operations.

IPS Mehtalia Pvt. Ltd. - May 2019 to January 2020

🏠 Deputy Manager - HR

Job Responsibilities:

- HR Operations: Responsible for joining of new employees, issuing of Appointment Letter, confirmations, transfer letters, Exit Interviews of Resigned employees & ensuring their smooth exit. Responsible for monthly head count report of PAN India.
- Training coordination: Coordinating with HOD's for training needs and implementing with vendors.
- Employee Engagement : Organizing company events, engagement programs etc
- Talent Acquisition: Managing the complete recruitment life-cycle for sourcing the best talents from diverse sources like Naukri, Linkdin etc. Undertaking salary negotiations.
- Vendor management: Searching for new recruitment consultants and negotiating with them for annual percentage. Receiving Bills of vendors, making MIS Reports and getting bills cleared by Accounts department.

FLSmidth Pvt. Ltd. - January 2008 to August 2017

🏠 Senior Lead Executive - HR Generalist

HR Operations

- Managing Employee Life Cycle and MIS Management
- Responsible for joining of new employees, issuing of Appointment Letter, confirmations, transfer letters, etc
- Exit Interviews of Resigned employees & ensuring their smooth exit.
- Identify training and development needs within an organization
- Handling entire employee life cycle.
- Undertaking salary negotiations.

Payroll & Leave Management

- Responsible for monthly Payroll Process.
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- Statutory deductions like PF / ESIC / PT in Salary Structure (Statutory Compliances-PF, PTax & ESIC)
- Responsible for generating and submitting forms - PF, ESIC, PT.
- Leave Management (Payroll processing including tracking attendance records.)
- First point of contact for employee for attendance & payroll related queries
- Coordinating & visiting Govt. PF office for PF settlement
- Responsible for Full & Final Settlements and Gratuity.
- Coordination with Finance dept for pay cheques, pay orders, RTGS and other requirements.
- Ensure confidentiality of all Payrolls related items, transactions and reports are affected in accordance with Company Policies and Procedures.

Employee Engagement

- Handling employee relations and problems and maintaining disciplinary action.
- Organizing company events, staff party, engagement programs etc.

Talent Acquisition

- Managing the complete recruitment life-cycle for sourcing the best talents from diverse sources; thereafter identification of manpower requirements.
- Planning Human Resource requirement in consultation with Heads of different functional & operational areas and conducting selection interviews.
- Handling all the functions from interview to onboarding.

Technotherma Furnaces Pvt. Ltd. - January 2006 to December 2007

Job Responsibilities:

- Vendor coordination- Receiving Bills of vendors, making MIS Reports and getting bills cleared by Accounts department.
- Making quotations (Offer bid) for customers, making bills & purchase orders.
- Handled all office activity like mail checking, payments follow-up & all day today office work.
- Responsible for petty cash & maintain day book.

Academic Credentials:

- Post-Graduation in Human Resources from Welingkar Institute[First Class] - 2019
- Diploma in Human Resources from Welingkar Institute [First Class] - 2009
- Bachelor of Commerce from Mumbai University [First Class] - 2005

Computer Skills:

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| • Operating Systems | : | Window's XP |
| • Email Software's | : | Outlook |
| • Oracle | : | HRMS |

Personal Data :

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|-------------------|---|---|
| • Date of Birth | : | 14/07/1985 |
| • Nationality | : | Indian |
| • Languages Known | : | English, Hindi, Sindhi and Marathi |
| • Address | : | Adreno tower, Hadapsar, Pune - 411 028. |

My Strength:

- Sincere and hard working - have the ability to complete all the work assigned on time.
- A true team player who can well adapt to the teams requirement, motivate the co team members and strive to achieve the objective.
- Willingness to take up new challenges at a short notice.

Reference:

- Available upon request
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