

PUSPANJALI NAIK

Human Resource Generalist



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Ahmedabad, Bopal



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Hi !!

I am a HR Generalist professional with extensive **7+** Yrs. of Experience in Non-IT, IT Projects i.e.: Media and Communication, Advertisement, NHAI, RVNL, Govt. Projects, State Highway, DPR, PMGSY industry.

ORGANIZATION SCAN

- Sept-2019 to Till date with **ONE Advertising & Communication Services Ltd. Ahmedabad** - Sr. Human Resource Executive
- Jan-2011 to Mar-2014 with **Adore InfoTech Pvt.Ltd, Noida**, Delhi NCR
Sr. Human Resource Executive
- Jan-2009 to Dec-2010 with **SOWiL Limited, Noida**, Delhi NCR
Sr. Human Resource Executive
- Mar 2008 to Dec 2008 with **Eternal HR Pvt.Ltd, Noida**, Delhi NCR
HR Consultant
- Oct-2007 to Jan-2008 with **O.P.Consulting Services, BBSR**, Odisha
IT Recruiter

PROFESSIONAL OVERVIEW

Role & Responsibilities Summary

My role as an HR Generalist always be far from one-dimensional. I have to undertake a wide range of HR tasks, like organizing trainings, administering employee benefits and leaves and crafting HR policies. I can efficiently use the HR Information Systems to ensure all employee records are up-to-date and confidential. And I am always be act as the main point of contact for employees' queries on HR-related topics.

The goal is to ensure the HR department's operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.

Recruitment ●●●

- Coordinate with respective team/group to understand the demands.
- Sourcing/planning for Niche skill set hiring, strategizing & action planning to hire the right talent from the market, formulating hiring strategies, preparing management reports, HR screening, facilitating technical interviews, HR interview, negotiating salaries and follow up till joining.

Induction and On-boarding ●●●

- Once candidate is got selected, giving him/her offer letter, issuing appointment letter with brief working agreement or policies.
- Properly filing relevant document of the new joiner as required.
- Introducing him/her to the team and supervisor and explaining the mode of communication, work culture etc.
- Coordinating with the IT team to get his/her email id made.
- Generating Employee codes for the new joiners.
- Maintaining on board & off board database
- Coordinate with the payroll team for the preparation of monthly payroll
- Updating all the employee records in HRMS



EDUCATION

- ✓ MBA (HR & Finance)
- ✓ MA (Economics)
- ✓ BA (Economics)

PERSONAL

- ✓ A capable team player who is able to liaise with people at all levels.
- ✓ Easy going and approachable.
- ✓ Flexible, adaptable and open to change.
- ✓ Can work on own initiative.
- ✓ Ability to multitask and prioritise key tasks



OTHER SKILLS

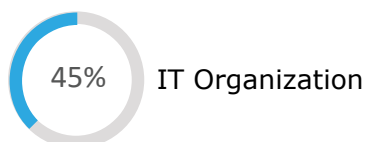
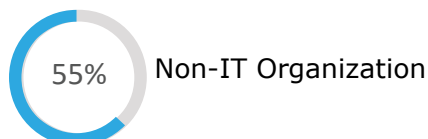
Work Independently	●●●●●●
Communication	●●●●○
Enthusias	●●●●●●
Positive Attitude	●●●●○
Decision Making	●●●●●●



EXPERIENCE VERTICAL

HR Generalist - **60%**

HR Recruiter - **40%**



LANGUAGES

English, Hindi, Odiya



HOBBIES

Photography Drawing

Books

Movies

Attendance and Leave records ●●●

- Keeping a track of the attendance of the employees and leaves taken.
- Seeing to it that no employee is irregular and if there are such people, taking corrective and/or preventive measures.

HR Policies, HR Manual and Productive sessions ●●●

- If the company do not have an HR Manual, drafting the same for the company.
- Making or Amending the existing policies, SOP's and other procedures.
- Prepare, Coordinate & circulate topics for brainstorming session on Friday, related to new business strategies.
- Coordinate & plan for Saturday Session related to employee motivation to enhance productivity.

Employee Engagement & Celebrations ●●●

- Keeping a track on employee turnover and exit rate. Taking initiatives to engage the staff to their work. Taking the surveys in order to understand their engagement level and accordingly take actions.
- Keep track of Birthdays / Anniversary etc. Coordination of designing of Birthday Cards for all employees, mailing e-cards to all employees in respective branches.
- Coordination of festival theme & decoration of office on all festivals, office related extra-curricular activities & occasion celebrations e.g. Navratri, Diwali & Other Celebrations etc.
- Coordinate & arrange for the timely conduction of KRA, KPI review and awards.
- Maintain a track record of performance metric that helps evaluate the progress or achievement of a specific objectives for all employees.

Exit Formalities ●●●

- Conducting exit interviews of candidates who are resigning.
- Trying to get constructive feedback for company and trying to implement the corrective measures for them.
- Helping the person to be relieved properly. Issuing relieving letter and letter of experience.
- Coordinate with finance team to full and final settlement for the person.

EDUCATION DETAILS

Degree	Board/University	Hons./Specialization	Passing Year	%
MBA	ICFAI (2005-07)	HRM & Finance	2007	67
P.G (Eco)	G.M. College (Auto.)Sambalpur, Orissa	Economics	2005	60.1
B.A	G.M. College (Auto.)Sambalpur, Orissa	Economics	2003	59.1
+2Arts	CHSE, Orissa		2000	42
10th	CHSE, Orissa		1998	62

OTHER TRAINING AND CERTIFICATION

- **Employee Motivation, A Big Leadership Challenges** - from Ahmedabad Management Association.
- **Art of Giving and Receiving Feedback** - from Ahmedabad Management Association.

PERSONAL VITAE

D.O.B : 15th June 1983
 Marital status : Married
 Nationality : Indian
 Current Address : Bopal, Ahmedabad, Gujrat

Declarations

I hereby declare that the information mentioned above is true to the best of my knowledge and subject to verification.

Date:

Place:

Puspanjali Naik