



RAMYA VINAY AMIN

MBA - HR

HR Generalist – Recruitments/ Employee Engagement/ R&R/ Payroll/ Statutory Compliance / Performance Management/ Exit Formalities



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Juffair Bahrain

|| Key Skills

HR Generalist
Recruitments & Onboarding
Employee Relation & Engagement
Payroll Management
Rewards & Recognitions
Performance Management
Policies Implementation
HR operations
Exit Formalities

|| Career Summary

- A result-oriented professional offering **over 9+ years** of experience in the entire gamut of **HR-Generalist**
- Proficient in managing modern HR Systems and skilled in maintaining harmonious employee relations by building strong culture and imbibing values of the organisation
- A keen planner, strategist and implementer for steering implementation of recruitment life-cycle after sourcing the best talent from diverse backgrounds including affirmative action
- Track record of ensuring prompt resolution of employee grievances to maintain cordial management-employee relations
- An effective communicator & negotiator with strong analytical, problem solving and organizational skills

|| TIMELINE



|| Work Experience

Virtuso Verifica India Pvt Ltd ; Stock Asset Verification Company, headquartered in Mumbai : **Nov'2019 to May'2022**
Brand promotions (I) Pvt Ltd ; Advertising & Event Management company : **Nov'13 – Nov'19**
Synergy Diagnostics PvtLtd ; Biopharma Company, Mumbai : **Oct'12 – Nov'13**

Job Responsibilities:

- Recruitment & Joining Formalities
 - Planning, Sourcing, Screening & Scheduling resource requirements in consultation with Heads of functional team. IT & Non-IT Recruitments
 - Managing talent hunts through job portals like naukri, Monster, Times, Indeed.com as per desired criteria Handling Junior, Middle as well as & Senior Level positions.
 - Coordinating with the candidate for completing Joining formalities
- Attendance Management
 - Day to day Attendance tracking
 - Maintaining Leave Management record on monthly basis.
 - Manpower Management of off-roll employees includes verification of Attendance & Wage bills & calculations.
- Payroll Processing
 - Managing Payroll for 300+ Employees using Cneryis Software, Saral payback Reyton Software.
 - Creating new joiners breakup & modification of personal details along with ctc breakup in software.
 - Managing entries for exit employees, leave adjustments, Comp off leave, salary advances, etc.
 - Salary statement generation & coordinating with accounts team for disbursing salary.

D) Employee Engagement - Planning & Execution

- Birthday Celebrations & Ensuring employee participation in the activities
- Fun at work in festive Occasion.Eg : Republic & Independence Day, Holi, Ganpati, Diwali Celebrations & Christmas

E) Performance Management

- Distribution of appraisal forms & ensure that employees submit duly filled forms.
- Preparing Increment letters & documentation of annual appraisal letters in personal files of employees.

F) Statutory Compliance

- End to end Statutory Compliance Management(PF, ESIC, Mlfw & PT) : Generating & Uploading Challans & ensuring payment is done on time. ESIC TIC Generation & distribution. PT Monthly Returns uploading.
- Gratuity: Ensure that Form is duly filled and stamped for withdrawal process & sent to LIC for final disbursement. Maintaining Gratuity calculations in excel format.

G) HR Operations

- Maintaining Personal file Management.
- Maintaining HR MIS & Updating regularly : Employee Master, CTC Master & Renewal Connects
- Formulating offer, Appointment, Experience, Relieving, Confirmation, Transfers, Warning & Appraisal letters
- Sending Introduction mails to employees about new joining.
- Co-ordinating for Mediclaim, Term insurance & Accidental claim processing
- Grievance Handling related to attendance, leave details, Appraisals, Compliance related.

H) Full & Final Settlement and Exit Process

- Completing the Exit formalities Which includes No due form & Exit Interview Form
- Conducting exit interview process for resigned, quit / terminated employees
- Preparing, Coordinating & managing the Full & Final Settlement with the help of finance division.
- Sending circular to other departments at the time of relieving of an employee.

||Education

- **MBA (HR)** from Pillai institute of Management & Research, Panvel in 2012; scored 66%
- **BMS** from University of Mumbai, in 2010; scored 57%

|| Academic Project

Summer Project : The Role of HR Generalist in Shoppers Stop.

Organisation : Shoppers Stop Ltd.

Place : Mulund, Mumbai

Duration : 2 months

The Project was undertaken to explore and learn the implementation of Human Resource Management functions in retail outlet.

Capstone Project : The Study of Employee Stress and Job satisfaction in Call-Centers.

The Project was undertaken to understand the kind of stress faced by employees working in call-center and to know the efforts taken by HR department to reduce stress and improve job satisfaction in call-centers.

Graduation Project : Quality of Work Life-A Case-Study.

Organisation : MMTC Ltd

Place : Bandra, Mumbai

This was a study based project in MMTC to know how the Quality of Work Life maintained enhances the company's competitiveness.

|| Personal Details ||

Date of Birth: 15th June, 1989

Languages Known: English, Hindi, Marathi and Tulu