**Bimarsha Mallick**

**H u m a n R e s o u r c e Executive**

To work in challenging and competitive environment that demands smart and hard work. Resulting in growth and prosperity of organization and self. To gain knowledge through sustained persuasive effort.

**E D U C A T I O N**

**C O N T A C T**

**BACHELOR IN BUSINESS STUDIES BBS**

TRIBHUVAN UNIVERSITY, NEPAL 2016 - 2018

**SENIOR SECONDARY CERTIFICATE (SCIENCE) I.S.C.**

R.N.T.S. COLLEGE.SITAMARHI, BIHAR 2014 - 2015

**MATRICULATION**

S.R.S.M.J. HIGHER SEC. SCHOOL 2012 - 2013


# W O R K E X P E R I E N C E S

 Ward No-13, Ranighat, New Basti, Birgunj, Nepal

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+91-6280844829


## Senior H.R. Executive 2018 – Present

**Indtech Apparels Pvt. Ltd.**

Handling End to End HR Roles & Responsibilities from Recruitment, Onboarding, HRIS Management**,** Exit Formalities, Full & Final Settlement of employees, Payroll

## H.R. Executive 2016 – 2018

**Knitwell Apparels Pvt. Ltd**

Handling End to End HR Roles & Responsibilities from Recruitment, Onboarding, HRIS Management, Attendance & Leave, Payroll Management, Statutory Compliance’s, Performance Appraisals, Training & Development, Exit Formalities, Full & Final Settlement of employees

## Asst H.R. 2015 – 2016

**Knitwell Apparels Pvt. Ltd**

Handling End to End HR Roles & Responsibilities from Recruitment, Onboarding, Induction, Attendance & Leave,

**P E R S O N A L D O S S I E R**

Father’s Name : Harish Chandra K. Mallick

Mother’s Name : Rita Mallick

Date of Birth : 02/10/1996

Marital Status : Single

Languages Known : English, Hindi, and Nepali & Punjabi.

References : Will be provided upon request.

Nationality : Nepali

ENGLISH HINDI

**L A N G U A G E S**

NEPALI

**S K I L L S**

* Induction & Orientation
* On boarding & Joining Formalities
* Attendance Management
* Leave Management
* Payroll Management
* Statutory Compliance’s
* Off-Boarding & Exit Formalities
* Full & Final Settlement
* Employee Engagement
* Performance Appraisals
* Training & Development
* General Administration

# P R O F E S S I O N A L E X P O S U R E

**Recruitment & Selection:**

* + Responsible for Recruitment, Selection & short listing the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees’ references, followed by screening and short listing of candidates.
	+ Conducting first round of HR Interview to evaluate communication, attitude and commitment of the candidate towards the organization. Follow-up with the candidates till them joining.

**On boarding, Induction & joining formalities:**

* + Taking Induction Session for the junior, Executive & Mid level entrants in the Organization, Ensured induction of all employees as per the defined process.
	+ Manage business letters related to employee’s offer & appointment letter, service agreement, background verification,

Allowances, transfer related documentation etc.

**Payroll Management:**

* + Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Pay slips and forwarding them to employees.
	+ Manage regular preparation of relevant MIS reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, benefit deductions, etc.)
	+ Manage employee queries with regard to their deductions, settlements and supporting their requirements.

**Statutory Compliances / Labour Laws:**

* + Strict adherence and compliances with the provisions of various Labor legislations (EPF, ESI)
	+ P.F, E.S.I., Gratuity - Calculations, Remittances, Filings - i.e., - Online ECR Preparations & Upload, PF & ESI Payment Challans, Monthly/Half Yearly/Annual Returns & PF Transfer / Settlement etc...

**HR Management:**

* + Timely updating of Attendance & Leave Management, verify & process record data of each employee for Gratuity, Mediclaim, and Insurance details.

**Employee Engagement Programs:**

* + Coordinating monthly Employee Engagement Games & Activities for employees, Monthly Department / Location wise Team Building Activities, Ethnic Day, Festival celebrations & get together, Birthday & Anniversary celebrations, Site picnic etc…

**Full & Final settlement and Exit process:**

* + F&F Settlements of left employees, complete the same within 5 working days from the date of R/T, clearance, preparation of experience & relieving letters, exit interviews etc..
	+ Smooth exit and issuing experience certificate and relieving letter, Coordinate & manage the full & final settlement with the help of finance division and sending circular to other department at the time of relieving of an employee

**General Administration:**

* + Issue of Identity Cards, Asset Management & Tag procurement, Rent, Electricity, Telephone, Mobile, Internet etc..- Bills payment follow-up.



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