

Roles & Responsibilities:-

Induction & Joining Formalities:

- 1) Plan, organize, and conduct induction programmed, devise the orientation plan for the new joiners.
- 2) Complete the joining formalities i.e. Collect the required documents, creation of login id for attendance / introduce and set the KRA for new joiners, design reporting system & assign mentor as per the respective department wise.

→ Performance Appraisal:

- Involved in Performance Review process, defined all roles and developed role descriptions which are mapped against KRAs through daily reporting tracker system.
- Managing Appraisal process across the levels and establishing framework for substantiating Performance Appraisal system linked to Reward Management

→ Attendance, Payroll & Salary Administration:

- Maintain the employee attendance in Time Management System and generate the attendance report by online system for the salary process.
- To coordinate with the finance for monthly payroll system, make necessary entries for new joiners, separation cases, unpaid leave.
- Follow-up with Bank for timely credit of salary & Issuing salary slips.

→ HR Policies, Procedures, & Processes:

- Implement, review, redesign and introduce HR policies.
- Keep a track of records to the procedures, processes, formats / forms in line with organizational goals

→ HR Administration & Welfare:

- Offer release, bank account opening, ID card coordination, sending details to the support staff.
- Verification of documents and employment screening/background verification of new joined employees i.e. verification report includes: Tenure with the Company, Title of last position held, Starting & ending salary
- Dues with the company, Reason for leaving, eligible for rehire, Attendance, over all Satisfaction of Employment, Behavior with Collogues, etc
- Conducting employee satisfaction survey, designing reward and recognition scheme.
- Clarify the Employee Grievance and various issues/queries on Leave policy, Salary payment.
- Maintain the notice board with the information about “Thought of the Day” message, Employee of the month announcement, articles on weekly and fortnightly basis
- Maintain & Update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports like employee database, employee CV's, preparing all HR letters and certificates etc.

→ Full & Final Settlement and Exit Process:

- Conducting exit interview process for resigned, quit / terminated employees
- Coordinate & manage the Full & Final Settlement with the help of finance division and sending circular to other departments at the time of relieving of an employee.
- Analyzed the issue by giving warning through verbally or written by issuing warning letter till termination of employees due to continuous absenteeism, no prior intimation before taking leaves, unable to reach assigned targets, lack of ownership & responsibility etc.

→ Compensation :

- Overall co-ordination of manpower planning, induction and ensuring cultural fit.
- selection policies, attendance management system, exit interviews, transfers & re-deployments as per staffing projections.
- Handling Salary negotiations, increments, and compensation administration.

→ Training & Development :

- Identifying training needs and development of action plans for imparting training including measurement of effectiveness.
- Conducting managerial and technical trainings to enhance the managerial and soft skills of the employees.
- Organizing customized training programs based on the training need analysis to enhance the manpower skills & efficiency

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