

**Aisha Mayana**

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## **CURRICULUM VITAE**

### *Career Objective:*

Seeking a dynamic innovative and challenging career in HR professional that expands my knowledge, utilize my interpersonal skill provides opportunities to grow with the leading organizations.

Experienced in Recruitment, Payroll Management (Third Party), Attendance & Leave Management, Statutory Compliances & Grievances & Employee Engagement etc.

### *Professional Experience*

#### **GND Solutions India Pvt.Ltd -HR Manager (December'20 to till date)**

##### **Responsibilities**

- Managing complete employee lifecycle from onboarding to exit
- Providing CTC breakup and fitment for clients and internal hiring
- Release of HR documents like Offer Letter, Increment Letter, Warning Letter, Confirmation Letter, etc.
- Maintaining documentation and employee files & records
- Providing support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Reference Check as well as Background verification of all the employees
- Assist in development and implementation of human resource policies
- Tracking attendance, maintaining leave records
- Co-ordinating with Finance Team for monthly salary input and salary processing.
- Managing Employee insurance, PF, ESI and other employee benefits
- Keeping track of Confirmation, Appraisals, and Increments of employees
- Organize annual employee performance reviews
- Conduct exit interviews and recommend corrective action if necessary
- Assist in talent acquisition and recruitment processes, with hands on recruitment across multiple roles and departments
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.
- Preparing & maintaining weekly & monthly MIS Report
- Maintaining of UAN numbers & ESIC numbers
- Extract time sheets, compliance report and providing Employee ID card
- Send employee's pay slip on their respective email id and provide on demand basis
- Database Management of Active and Inactive employees
- Negotiating on Salary, joining time, sending Offer Letter and acceptance note
- Pre-screening of the profiles thoroughly, take interview before putting them to the panel
- Organizing of HR, technical interviews for final assessment on candidate fitment

**C Ahead Technologies Pvt Ltd as Senior Recruiter**  
**(April 2020 to December 2020)**

**Attract & Hire:**

- Understanding job requirements and working closely with Department heads to prepare JDs for the Job openings
- Job Posting on Job portals (Naukri.com, monster.com.), Screening and short listing of Bio-data.
- Co-coordinating with Candidates and conducting telephonic interview.
- Scheduling Interviews of the short-listed candidates, frequent follow-ups, calls and interview coordination, etc.
- Complete the joining formalities i.e. Collect required documents, Creation of login id for attendance,
- Completing the joining formalities of the candidates
- Maintaining the databank of the resumes
- Preparing monthly Recruitment Status Report
- Sending employment agreement to the candidates
- Ensure timely completion of on boarding process, background check, Employment Verification,

**EcoEnergy Insights-Part of Carrier (Payrolls of Careernet Technologies Pvt Ltd as Senior IT Recruiter**  
**(Talent Acquisition Team)**  
**(February 2018 to April 2020)**

**Responsibilities**

**Recruitment & Selection**

- Handling end-to-end recruitment in each & every department of the organization.
- Manpower planning in coordination with different departments
- Handling Job Portal - Job postings, searching the CVs, scrutinizing & filtering the CVs.
- Conducting preliminary round of interviews, short listing and Selection of Candidates.
- Reference Check as well as Background verification of all the employees
- Conducting joining formalities of the new recruits and also co-ordination for trainings like Induction and Orientation.

**Joining Formalities & On-**

**Boarding**

- Responsible for new joiners' documentation.
- Maintaining database in excel for all employees.
- Issuing employee codes for the new joiners.
- Preparing and issuing the Offer, Appointment Letters.

**HR Operations**

- Maintaining employee's personal files and records, communicating HR policies across the organization at all levels.
- Preparing Final settlements, Gratuity, leave salary and all employee benefit details.
- Keeping track of Confirmation, Appraisals, and Increments of contract employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
- Preparing & maintaining weekly & monthly MIS.

- Co-ordinate for confirmations, Transfers, Absconding cases for the region.
- Generation of UAN numbers & ESIC numbers
- Manage and conduct Exit Formalities
- Handling PF, PT and ESIC and Providing Employee ID cards.

#### **Payroll Management & Salary Processing:**

- Maintain the attendance & leave records of the employees Calculate the salary & Deductions. PF, Bonus, Leave salary & other applicable deductions. Maintain contract /Lateral employees' database- Profile & personal information.
- Monthly Salary input and salary processing.
- Complete the exit process & full & final of the left employee.
- Preparation of monthly MIS & present to management.

#### **Statutory Compliances & Grievances:**

- Preparation & checking the documents like PF Challans, ESI Challans, Prof. Tax Challans, LWF etc.
- Handling employees' Grievances. Related to Payroll and Statutory Compliances- Collection of investment proofs.

#### **Employee Relations & Engagement**

- Ensuring prompt & timely resolution of employee grievances and maintaining cordial employee relations.
- Prepared Event Calendar.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

#### **Bhilwara Info technology Pvt.Ltd as Recruitment Executive**

**(April 2016 to Feb 2018)**

#### **WeHR Business Solutions & Frontline HR Services as Recruitment Executive**

**(December 2014 to April 2016)**

- Hands on experience in end-to-end recruitment: Sourcing, Screening, scheduling, Interview coordination, feedback, collecting, documents collection for BGV, salary negotiation, documentation for on boarding process, and follow up with the resource till on boarding.
- Explaining the criticality of the role and the expectations of the client from the given opportunity.
- Support the recruitment plan to ensure timely delivery.
- Work closely with the business to understand the requirement, skills and expectations, prioritize work based on ageing of the open position.
- Collaborate with the team on new hiring initiatives & process improvement method.
- Ensure all requirements are closed with the right talent pool.
- Hire right talent in a cost effective manner through right channel, Ensuring process improvements and implementation, this saves cost to the company and also reduces human effort.
- Ensure effective co-ordination and appropriate information is provided to candidates to help provide right branding of the organization and attracts right talent.
- Creating MIS Report on weekly basis for the division and sending it to Senior Management.
- Collect all the feedbacks and interact with the manager to understand and arrive at the hire decision.
- Able to withstand pressure and work towards closing all the open positions at the earliest.
- Familiarity with sourcing Strategies such as Employee Referral, Naukri, Monster, and References
- Supporting the HR manager with day-to-day administrative duties as assigned to ensure the smooth running of recruitment and rolling out of offers

### Qualification

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Year	Degree	College Name/University	Specialization	Percentage
2012	B. Tech	JNTUA	Electronics & Communication Engineering	71%
2008	XII	Sri Gnananbica Jr College	MPC	88%
2006	Xth	Leela English Medium School	-	87%

### Personal details

Date of Birth : 19-06-1991

Marital Status : Unmarried

Present Address: Madiwala, Bangalore- 560068

Languages Known: English, Hindi, Telugu, Kannada

### Declaration

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I hereby declare that the information stated herein is true to the best of my knowledge and belief.

Place: Bangalore

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Yours Sincerely  
Aisha Mayana