



**Manisha Verma**

**HR Analyst**



## CERTIFICATIONS

- Six-Sigma Green Belt
- Procurement to Pay



## PROFESSIONALS KILLS

- HR Administration
- Payroll & Benefit
- Regulation Compliance
- Procedural analysis
- Hiring & Recruitment
- Event Scheduling
- Employee Training
- Workforce Management
- Budget Management



## SOFTWARE SKILLS

- Oracle
- Concur
- People(Ats)
- workday
- ADP
- ERP



## PROFILE

HR Analyst with 5+ years of experience delivering innovative solutions at the corporate level. Expertise in employee relations training payroll and federal laws. Adept at improving efficiency while meeting deadlines and budget requirements.



## WORK HISTORY

### RACKSPACE TECHNOLOGY (CLOUD SOLUTION)

HR & PAYROLL SPECIALIST, INDIA | JAN 22 – MAY 22

- Prepared input journal entries in Oracle for all payroll activity Reconciliation of accounts monthly
- Manage, record, and oversee office resources (including the use of conference rooms, drivers, etc. and expenditures)
- Managed payroll and F&F activity for 2500+employees.
- Manage HR filing on the company's SharePoint and ensure they are updated
- Manage corporate functions/events and exhibitions and conference, client meeting maintain calendar updated.
- Working on the helpdesk to resolve discrepancies with clients and departments
- Handling the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts
- Scheduled meeting interview events and maintains agendas.

### GENPACT (IT SERVICE MANAGEMENT)

HR COORDINATOR, INDIA | JULY 2017 - JAN 2022

- Manage the hiring recruitment and training section, conduct the disciplinary Action, update the policies, maintain employee records and recognition
- Analyzed internal business processes to determine budgetary and workflow efficiency  
Managed and monitored labor needs, hired, recruited & trained new employees
- Design, implement and/or promote internal policies (including the Code of Conduct, employee handbook, office circulars, etc.)
- Managed the Grievances and disciplinaries, scorecard balanced, onboarding and induction face to face as well on monthly group meeting
- Developed presentations for management documenting internal processes and employee engagement.
- Updated and monitored employee master for daily attendance sheet, breaks and leaves applied correctly
- Excellent command in Advance MS excel, pivot, VLOOKUP



## EDUCATION

### MBA HUMAN RESOURCE & MARKETING

Dr. APJ KALAM UNIVERSITY INDIA | 2015- 2017

### BACHELOR OF COMMERCE

CSJM UNIVERSITY INDIA | 2012- 2015



## ACHIEVEMENTS

- Employee Engagement AwardBest
- Performance Award