

Mehna Riza Mujeeb

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Aspiring to pursue challenging Human Resources & Operations assignments with the drive to make a significant contribution and achieve targets in conjunction with organizational goals.

Core Competencies

- HR Generalist / HR Operations
- HRIS / HR Shared Services / Helpdesk
- Joining Formalities (On Boarding)
- Statutory Compliances
- Training & Development
- Payroll Management
- Attendance & Leave Management
- Performance Appraisal
- Exit Formalities (F&F)

Experience

SEPTEMBER 2023 - PRESENT

HR Generalist / Limax Advertising Pvt.Ltd

Handled day to day HR activities of the company. Was in charge of the monthly payroll management and time sheet. Maintained time sheet and leave sheet of the employees. Handled the complete recruitment process from posting job in sites to joining formalities.

Education

JULY 2023 - PRESENT

MBA (Specialization in HRM)/ Amity University Online

2019-2022

BBA / Christ Nagar College, Trivandrum

2017-2019

Higher Secondary/ The Oxford School, Trivandrum

Certifications

- Certified Human Resource Generalist – International Human resource Academy, Trivandrum - 2022
- Completed the online course on 'Enhancing Soft Skills' conducted by the Department of Commerce, Sri Krishna Aditya College of Arts and Science, Coimbatore – 2020
- Completed the online course on E-Commerce conducted by Social Distancing – Digital Training organized by the Department of Commerce, Thakur College of Science and Commerce, Mumbai, Maharashtra – 2022
- Completed the online course Better Business Writing Skills in Udemy - 2023

Professional Exposure

Recruitment & Selection:

- ✓ Recruitment, Selection & shortlisting of the candidates. Sourcing the possible candidates via sourcing procedures like job portals, walk-ins, and employees' references, followed by shortlisting of candidates.
- ✓ Conducting preliminary rounds of HR Interviews to evaluate communication, interacting with the candidates, giving them a brief about the position and checking their position fitment, and scheduling them for further rounds of Interviews.

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, vacation accrual, tax deductions, benefit deductions, etc.)Manage employee queries with regard to their deductions, settlements, and supporting their requirements.

HRIS Management / HR Shared Services / Employee Self-Service:

- ✓ Managing Employee Database Administration in Greythr / Folklore HRIS packages for various clients, assigning Employee Self Service user names & passwords for employees,
- ✓ Part of the HR Shared Services team for attending & assigning Internal / External Employees queries regards to onboarding, leave, payroll, F&F settlements, performance appraisals, etc...

Performance Appraisals (PMS):

- ✓ Coordinating with self, peer & superior for appraisals, forwarding the Performance Appraisal formats to Employees, Department. Responsible for Defining Jobs, KRA Setting, Mid Year Reviews, Annual Reviews, and Handling all appraisal activities (360 Degree & MBO).

Internships

OCTOBER 2020 – NOVEMBER 2020

HR Intern / Learnovate E-Commerce

Finding aspiring interns using different social media sources, collecting resumes, taking interviews, giving information about the company, and sending confirmation letters were the responsibility. I was able to recruit two interns

AUGUST 2020 – SEPTEMBER 2020

Business Development Intern / Extramarks

New customer acquisition, conversion of referral leads, brand promotion, and maintaining good relations with customers was our responsibility. Was able to bring up two sales and a few positive leads for the company

References

RAKHUL P ASOK

9400785899

Head HR – Cloud Partner Technologies