COVID19 Vaccination Status - Fully Vaccinated

Reema Gautam
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Professional Summary

- A result oriented professional with **12.5 years** of HR experience in US and India HR Operations.
- Experience in Recruitment & Selection, Induction & Onboarding, Employee Grievance & Engagement, Training & Development, Performance Management System(PMS), HR Generalist, Human Resource Information System (HRIS) and Applicant Tracking System (ATS).
- Experience in Full-time & Temp hiring, Lateral hiring and Contract hiring.
- Design and Implement the HR Policies (Sexual Harassment, Dress Code, WFH policy etc.), Employee Handbook, SOP's, Training Manual etc.
- Create the Job Description for various profile as per the requirement.
- Knowledge of HR Compliance: Minimum wage, PF, ESI, Gratuity and TDS.
- Knowledge of US Tax Terms: W2,1099 and C2C.
- Knowledge of W-2 & W-4 Form and I-9 Form.
- Knowledge of India & US Labor Legislation and benefits.
- Hands on Experience in DocuSign as well as HR Software: "Ceridian" and "Paylocity".
- Hands on Experience in Job Portals "Indeed.com","Dice.com","Naukri.com","Ziprecruiter" and Social Networking Sites "LinkedIn" and "Facebook".

Professional Experience

Cogtest Services Pvt Ltd   **Duration:** Oct' 2012 – Sept' 2020
Worked with **Cogtest Services Pvt Ltd.** As an **HR Manager** where my major responsibility to manage Complete US and India HR Operations in Night-shift. Also handle the database of approx. 3500 employees of India and US office.

<u>Job Responsibilities</u>

Recruitment & Selection
- Responsible for the full life cycle of recruitment.
- Search candidates through various sources like job portals, employee referrals, social networking sites, consultant, campus hiring etc.
- Screen and shortlist the resumes as per the requirement.
- Conduct preliminary interviews and briefing the candidates regarding position and responsibilities.
- Follow up with the candidates regarding acceptance of offer till joining.
- Salary negotiation

On-boarding of Full-Time, W2, 1099 and C2C Employees
- Ensure the Hiring requisition approved for selected New Hires from Hiring Manager and HR Director.
- Send the New hire documents via DocuSign or Email.
- Review and check all the New hire documents and information once receive.
- Follow up with the New Hires for pending /missing hiring documents, if any.
- Prepare and roll out the Offer Letter when the new hire clears all the verification, medical test (Drug Screening, TB etc.) and documentation.
- Notify to IT Team for System configuration and login credentials.
- Notify to Payroll Team and Input all the required information of New Hires into Paylocity for Payroll.
- Keep track of all New Hires (Joined, declined and pending) and Update the Summary sheet accordingly on daily/weekly and monthly basis and share it to the Senior management on a weekly basis.

Background Check Verification

- Responsible for Complete process of Background Check Verification.
- Run all essential information of New Hires on intellicorp website (3rd party).
- Check the final status of Background check report on a daily basis and submit the final report to the Hiring Manager for further process.
- Update the Summary sheet of Background check Verification on a daily basis.
- Verify the Invoice of Intellicorp (3rd Party) for Background Verification on monthly basis.

Reference Check Verification
- Responsible for Reference Check Verification of New Hire's previous employer.
- Verify the references via phone call or email.

Training & Development
- Provide Training to New Hires.
- Evaluation of training needs.
- Coordinate with departments for preparation of training calendar.
- Take feedback of training sessions.

Employee Grievance & Employee Engagement Activities
- Grievance Handle.
- Resolve employee conflicts & personnel issues.
- Employees Satisfaction.
- Prepare activity calendar and Organise engagement activities on the basis of calendar.
- Organize birthday, festivals, games, parties & other events.

Attendance & Leave Management
- Prepare the EOGO (Employee Out of Office) Report for Absentees & Work From Home Employees on a daily basis.
- Maintain an employee leave records and overtime, keep track record of Employee leaves and Absenteeism.
- Monthly Attendance and Pay-roll inputs to the finance team for salary processing.

Employee Performance Review
- Prepare and update the Employee Performance Review Form (90 and 365 Days Review).
- Notify all the Reporting Managers /Supervisors for Employee's 90 Days and Annual Review (365 days) on a monthly basis.
- Follow up with the Reporting Managers /Supervisors.
- Keep track of all Employee Performance Review Form, Communications and documents.
- Upload all Employee Review documents into portal once done.

Employee Database Management (Internal Portal)
- Maintain India and US Employees Digital File in internal Portal.
- Upload and Update the files/documents of all US and India employees and Independent contractors into Active & Inactive folders.
- Input and update the information of all US and India employees (New Hires,existing employees and contractors) into HRIS.

Exit Formalities
- If required discuss with the employees to retain them.
- Taking up exit documents, issuing relieving letters.
- Full & final settlement.

Other HR Tasks
- Prepare the Offer Letter, Appointment Letter, Promotion Letter, Warning Letter (as and when required), Relieving Letter for India and US Employees.
- Prepare the Independant Contract (1099), Non Disclosure Agreement and Confidentiality Agreement.
- Handle the Bank account opening of New Hires.
- Prepare and update the weekly and monthly report of New Hires and Employee Separations.
- Update the Employee Handbook, SOP's and HR Policies as and when required.
- Update the Training Manual as and when required.
- Update the Organogram of India and US Employees.
- Responsible for weekly meeting with US counterpart for updates.

Team Management
- Manage a team of Executives / Sr.Executives.
- Coach, mentor and train them about US and India HR processes and other aspects of the job whenever needed.
- Allocate the task to the team members, according to their respective experience and capabilities.
- Keep a track of team member's work and audit of all the work done by them.
- Conduct one-o-one session with each and every team members on weekly and monthly basis.
- Responsible for the Annual appraisal of team members.

Company: MIS Outsourcing Pvt Ltd. (Group company of Relio Quick India Pvt Ltd)
Designation:HR Executive (Recruitment)   **Duration:** Jan' 2011 – Aug' 2012

Worked with **MIS Outsourcing Pvt Ltd**. As an **HR Executive** where my major responsibility to hire resources for Automobile,BFSI,IT and Advertising & Media Sector for different clients for PAN India & Also responsible for Market Research of different industries.

Company: Super Pioneer Personal Network Pvt Ltd.
Designation: Sr.Executive (Recruitment)   **Duration:** Jan' 2009 – Jan' 2011

Worked with **Super Pioneer Personal Network Pvt Ltd.** As a **Sr.Executive - HR** where my major responsibility to hire resources for Automobile and Consumer Durable Domain for different clients for PAN India.

Company: Silicon Valley Systech.(Campus Placement). (US Staffing)
Designation: Resource Manager   **Duration:** May' 2008 – Dec' 2008

Worked with **Silicon Valley Systech.** As a **Resource Manager** where my major responsibility to hire resources based in US for BPO, IT, Software Domain for different organization.

Qualifications
- o Pursuing **PG Certificate in Human Resource Management** from **XLRI Jamshedpur 2021 -2022**
- o **Diploma** in **Human Resource Management** from **Alison** 2021
- o **B.Tech (Computer Science)** in 2008 from **NIEC GGSIPU University** Delhi.
- o **XII Passed** in **2004** from **R.D.J.K.School** CBSE Board Delhi.
- o **Xth Passed** in **2002** from **N.V.P.S** CBSE Board Delhi.

Certifications
- Six Sigma White Belt certified in Human Resource, Aveta Business School
- Certified in Talent Management, LinkedIn
- Certified in Strategic Human Resource, LinkedIn
- Certified in Human Resource Payroll, LinkedIn

(Reema Gautam)