

VYSHNA K

HR PROFFSSIONAL

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Profile

Dedicated HR Manager with 5 years of experience in HR and a strong educational background with an MBA in HR & Marketing. Proven expertise in ESI & PF filing, Gratuity handling, payroll, and administration. Skilled in managing end-to-end HR functions. Seeking a challenging HR management position to utilize my skills and contribute effectively to the organization's success.

Experience

Asst. HR Manager
Hyundai Dealership

Dec 2022 - Sep 2023

- Managed recruitment processes, ensuring timely hiring of qualified candidates.
- Implemented effective training programs, enhancing staff skills and knowledge.
- Oversaw ESI & PF filings, Gratuity handling, payroll, and administration, ensuring legal compliance and accuracy.
- Conducted regular employee engagement activities, fostering a positive work environment.
- Coordinated payroll processing by verifying timesheets and attendance records.
- Implemented initiatives to improve overall efficiency within the HR department.
- Managed employee data records including compensation, benefits, leave entitlements, training and development activities.
- Performed various administrative tasks such as preparing memos, letters, reports, presentations.
- Organized orientation sessions for new hires to introduce them to company policies and procedures.
- Developed and maintained an effective recruitment process to ensure timely hiring of qualified personnel
- Developed strategies for succession planning to promote career growth opportunities within the organization
- Investigated and reported on industrial accidents for insurance carriers.
- Supervised and coordinated work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations
- Organized, directed, controlled, and coordinated personnel, training, and labor relations activities of organization
- PF & ESI filing
- Organized, directed, controlled, and coordinated personnel, training, and labor relations activities of organization
- Conducted exit interviews to gain insight into reasons for departure from the company.
- Maintained in-depth knowledge of labor laws and regulations.
- Managed employee benefits programs including health insurance, retirement plans, vacation leave
- Managed employee lifecycle processes by handling onboarding, employee performance, and discipline tasks
- Designed and implemented human resources policies and procedures.
- Participated in weekly staff meetings and met with management to review progress and status of various issues.
- Created job descriptions and conducted job analysis to determine necessary qualifications for positions

Education

- **MBA (HR & Marketing)**
Master Of Business Administration
Completed in 2017
- **BBA (Finance)**
Bachelor Of Business Administration

Skill

- Management Skills
- Negotiation
- Critical Thinking
- Communication Skills
- Policy Enhancements
- Labor Relations Coordination
- Payroll Administration
- Employee Relations
- Recruitment & Onboarding
- Training & Development
- HR Policy Development
- Performance Management
- Staff Compensation
- Talent Management
- Wages and Salary
- Exit Interviews and Processes
- Administering Disciplinary Procedures
- Improving Organizational Standards
- Drafting and Administering Contracts

HR Manager

Honda Dealership

Feb 2022 - Jul 2023

- Led HR initiatives, optimizing workforce productivity through strategic HR interventions.
- Conducted performance evaluations and provided constructive feedback for professional growth.
- Implemented comprehensive employee benefits programs, enhancing overall employee satisfaction.
- Managed ESI & PF filings, Gratuity handling, payroll, and administration processes efficiently.
- Organised training sessions for new staff members on topics such as workplace safety procedures and company policies.
- Analysed organisational data to identify trends in hiring practices and recommend changes to improve efficiency of the recruitment process
- Evaluated existing human resource policies and procedures to ensure compliance with labor laws and regulations.
- Assessed staffing options and alternatives to support achievement of business goals during peak and seasonal periods.
- Payroll management and General Administration works
- Established and maintained contact with external recruitment sources.
- Prepared reports related to recruitment efforts, retention rates, absences, payroll costs.
- Created tracking systems for personnel records such as compensation histories, benefits enrolments, performance reviews and terminations
- Managed onboarding processes for new hires including paperwork completion and orientation activities
- Organised training sessions for new staff members on topics such as workplace safety procedures and company policies.
- Facilitated team building exercises among employees to foster a positive work environment

HR Manager

Sahasra Creations

Aug 2019 - Jan 2022

- Implemented robust employee retention strategies, reducing turnover rates significantly.
- Conducted in-depth training needs assessments, designing training programs to address skill gaps.
- Oversaw employee relations matters, ensuring a harmonious workplace environment.

- Managed ESI & PF filings, Gratuity handling, payroll, and administration with precision.
 - Streamlined office procedures, optimising workflow and enhancing overall efficiency.
 - Coordinated corporate events and employee recognition programs, boosting team morale and camaraderie.
 - Conducted regular compliance audits, ensuring adherence to labor laws and company policies.
 - Implemented innovative initiatives, such as flexible work schedules, enhancing employee work-life balance
 - Genral Administration works and Payroll Management
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HR Manager

Mahindra Dealership

Sep 2018 - Jun 2019

- Established streamlined recruitment processes, reducing time-to-fill key positions and ensuring the selection of top talent.
 - Conducted comprehensive HR audits, ensuring compliance with labor laws and company policies.
 - Developed and implemented performance improvement plans, enhancing overall workforce efficiency and productivity.
 - Managed ESI & PF filings, Gratuity handling, payroll, and general administration tasks diligently and accurately.
 - Facilitated effective communication channels between management and employees, fostering a transparent work environment.
 - Managed office inventory and supplies, optimizing costs and ensuring availability of essential resources.
 - Conducted regular team-building activities, promoting collaboration and teamwork among employees.
 - Implemented a robust employee feedback system, analysing data to enhance organisational processes.
 - General Administration & Payroll Management.
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HR Executive

Zaina Wedding Mall

Aug 2017 - Aug 2018

- Conducted thorough orientation programs for new employees, ensuring a smooth and informative onboarding process.
- Managed employee records and HR databases, ensuring data accuracy, confidentiality, and compliance with regulations.
- Implemented innovative employee recognition programs, boosting morale and promoting a positive work culture

- Handled ESI & PF filings, Gratuity handling, payroll, and general administration tasks with efficiency and accuracy.
- Coordinated travel arrangements for employees, ensuring cost-effectiveness and timely bookings.
- Conducted regular compliance checks, ensuring adherence to legal requirements and company policies.
- Managed office maintenance and repairs, ensuring a safe and conducive work environment.
- Implemented and maintained a centralized document management system, improving accessibility and organisation

HR Assistant

Hifly infotech IT - Internship

May 2017 - Jul 2017

- Assisted in the development and implementation of HR policies and procedures, ensuring clarity and consistency.
- Coordinated employee training sessions, ensuring employees remained up-to-date with industry best practices and company policies.
- Managed ESI & PF filings, Gratuity handling, payroll, and general administration tasks meticulously.
- Conducted exit interviews, analyzing feedback and providing insights for process improvement opportunities.
- Managed office communication channels, ensuring timely dissemination of important information.
- Facilitated employee health and wellness programs, promoting employee well-being and satisfaction.
- Coordinated office events and social gatherings, promoting a positive work culture and team cohesion.
- Assisted in HRIS implementation, ensuring accurate data migration and system functionality.

Technical Skills:

- Microsoft Office: Word, Excel, PowerPoint
- HR Systems: HRIS, HRMS
- Data Analysis: Microsoft Excel

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