

## **ANANDITA SINGH BOHRA**

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### **Career Objective**

Detail oriented and people oriented Human Resources Management Professional with 7+years' experience in HR. Seeking opportunities where experience in staffing, internal program development and management and employee relations will enhance a company's overall strategic plan and direction.

### **Key Skills:**

Manpower Planning, Staffing & Recruitment, Job Evaluation, Performance Management, Employee Engagement activities, Employee Relation, Handling Employee Grievances, Payroll management, Training and Development, Induction and Exit Formalities.

### **Accomplishment:**

Successful Implementation of new HRIS/ HRMS software at Unit Level under the supervision of Corporate Office.

### **Professional Qualification:**

MBA HR & IR from IMS, University of Lucknow in 2012.

BBA from Jaipuria Institute Ghaziabad in 2009.

### **Certification Programs:**

- ☐ Completed the Certification Course on Strategic Human Resource Management (SHRM), Statutory Compliances and Payroll Management.
- ☐ Attended the Workshop/ Webinar on POSH.
- ☐ Attended the Workshop/ Webinar on Youth Training Program.

### **Work Experience:**

#### **SRV Hospital, Chembur**

Assistant Manager – HR

October'21 - current

Handling the HR – Operations at Unit Level.

### **CORE COMPETENCIES:**

- In charge for the HR Operations for 160 employees for On-Boarding to Exit formalities of employees.
- Joining Formalities & Induction: - Taking care of Induction at Unit Level.
- Monthly MIS and updation of Organisation Structure, Monthly Head Count, Attrition.
- End to End Payroll:- which includes investment declarations, New Joinee details, Salary deductions, Full and Final Settlements, reimbursement pay etc
- Maintenance of the Personal Files and Documents of employees.
- Handling End to End Employee Life Cycle.
- Monitoring and maintaining the details of attendance & leave records.
- Preparing the Salary Breakup, issuing Offer and Appointment Letter to selected candidates
- Managed the payroll system.
- Developed and maintained personnel record systems in accordance with current legislation.
- Updating Policies & Processes.
- Performance Management System (PMS)
- Conducting Employee Engagement and R&R Activities.
- End to End Exit Process :- Exit Interviews, Clearance & Full & Final Settlement.
- Conveyance and Other Reimbursements.
- Sourcing profiles from job portals, employee referrals, applicant referrals & job postings.

- Conducting preliminary telephonic interviews to understand candidate's competencies,
- Taking HR Interviews., salary negotiations & rolling out offer as per the guidelines.
- Handling Joining formalities with proper & required documentations as per NABH Guidelines.
- Preparing data for Business Review Meeting (BRM) & HR Review Meeting on monthly basis.
- Responsible for making salary structure according to Minimum wages act.
- Calculating Gratuity, PF, ESIC, Bonuses according to Payment & Wages act.
- Maintaining extremely good relationship with the employees which encourage them to discuss their personal and professional problems.
- Administering employee feedback surveys and ensuring corrective action, wherever required.
- Handling employee counseling, grievances & disciplinary issues by conducting Committee meetings.
- Keeping work environment happy and healthy by arranging some employee engagement events and activities such as monthly team building activities & games, Office fun parties on certain occasions, outbound trainings etc

### **Shalby Hospitals, Ltd. - Indore**

Sr. Executive – HR

March'2016 – December'20

- Manpower Management with predefine criteria of all staff Consultant and General Staff, finalization of Orgonogramm .
- Preparation of Yearly Budget for Manpower.
- Maintained data and kept updated accounts of all employment records of 400+ employees.
- Active Participation in Audits - Internal Audit and Statutory Audit.
- Assisted in preparing all registers related to labor laws such as accident register, deduction register, damage register, advance register, fine register etc.
- Responsible for the generation of Offer Letters, Appointment Letters etc.
- Supported daily operations of busy human resources department.
- Mentored employees through personal and professional issues
- Handled Employee Life cycle (Onboarding and Exit).
- Timely Recruitment of all categories by portals , references and walk in .
- Conducted the Induction and Orientation Programs for Newly Joined Employees.
- Updating and implementing rewards & recognition scheme, HR policies in coordination with HO Team and communicating them across the Unit.
- Assisted in training of new employees for all departments.
- Assisted in payroll and compliance process at Unit Level.
- Preparing monthly PF, ESIC& PT challans.
- Preparing monthly and Quarterly PPT on HR Review Data.
- Handled Performance Management System and trained the employees about the same.
- Preparation of Job descriptions, Job Specifications and KRA's in coordination with the HODs.
- Organized Employee Engagement activities.
- Training Need Identification of different departments
- Prepared CTC structure of the candidates as per the defined format by HO.
- Played a vital role during the assessment of NABH, had done all the documentation part as per the defined SOPs.

- To Provide data in time line MIS, PPT, Dash boards etc .
- Conducting Employee Satisfaction/ Motivation Survey half yearly.
- Have knowledge of ESIC, labor laws, PF.
- Daily rounds for maintaining the discipline in the organization premises.
- Maintained Database and Personnel File Prepared offer and appointment letters and annual track list of increments and confirmations of employees
- Assisting in framing, analyzing and revising the existing HR policies

**Nov'2015 – Jan'2016**

**SHALBY HOSPITALS LTD. JABALPUR  
Executive - Health Check Up**

**Jun'2012 - Apr'2014**

**RIGHT STEP CONSULTING Pvt. LTD. (NOIDA. U.P)  
HR Executive**

**Worked from home with from October'2014 till October'2015 as a Freelancer Recruiter.**

**Company & Job Profile:** Executive Search Firm.

Had worked for more than 3 years with Right Step Consulting Pvt Ltd, Noida as an Executive- Talent Acquisition and Client engagement.

- ☐ Completing Recruitment procedures.
- ☐ Coordinating with the Corporate HR & Clients.

Was looking after senior and junior level recruitment and selection for some Top MNCs and organizations. To name a few:

- Toshiba India Pvt Ltd
- Metso India Pvt Ltd (International and Domestic positions)
- Surya Roshni
- Hincol (a JV of HPCL and Colas)
- Hero (ITES)
- Midroc Group (Horizon Tyres) Ethiopia

**Personal Details**

**Date of Birth:** 18<sup>th</sup> October 1989

**Husband's Name:** Mr. Prakash Bohra

**Language Proficiency:** English and Hindi

**Residential Address :** Kesar Exotica, Sector 10, Kharghar. Navi Mumbai.