



VINITA GIRREY

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OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



EDUCATION

MBA (HR & FINANCE) | APEX Institute of Management & Research, Indore(MP).
2016 – 2018

Completed MBA in HR or Human Resource management focused on the Recruitment, Management, providing Direction and Guidance for the people working in an organization. Gained training and knowledge in managing the workforce of the organization.

B.Com (Taxation) | Kanya Vanijya Mahavidyalaya, Indore (M.P.).
2012 – 2015

Completed Bachelor of Commerce with Specialization in Taxation, and gained knowledge with a wide range of managerial skills and understanding, in streams like finance, accounting, taxation and management.



EXPERIENCE

HR Generalist | BridgeLogic Software Pvt. Ltd., Indore (M.P.).
FEB 2021 – OCT 2021.

JOB SUMMARY : TO PERFORM DAILY FUNCTIONS OF THE HUMAN RESOURCE (HR) DEPARTMENT INCLUDING HIRING AND INTERVIEWING STAFF, ADMINISTERING PAY, BENEFITS, AND LEAVE, AND ENFORCING COMPANY POLICIES AND PRACTICES.

- ❖ To perform routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leaves, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition, and morale, occupational health and safety, and training and development.

- ❖ To maintain compliance with current State, and local employment laws and regulations, and recommended best practices, reviews policies and practices to maintain compliance.
- ❖ To maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- ❖ To Plan and conduct employee engagement activities, communication initiatives conceptualizing and managing employee welfare initiatives, team building workshops and various other events. Designing Induction program for new recruits & conducting employee engagement surveys.
- ❖ Responsible for recruitment of Low, Middle, Upper (Supervisory Level) through vacancies on Job portals, coordinating with the consultants, arranging Walk-Ins, Referrals etc., screening applicants and inviting suitable candidates for F2F Interaction.
- ❖ To review, track, and document compliance with mandatory and non-mandatory training and work assessments including safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- ❖ To maintain and update employee database, Perform End to End Recruitment Process and Planning along with other duties as assigned.

HR And Administration Executive | Oorja Technical Services Pvt. Ltd., Indore (M.P.)

JUN 2019 – DEC 2019

JOB SUMMARY: TO PERFORM ALL HR & ADMIN RELATED ACTIVITIES, MEETING SPECIFIED REQUIREMENTS OF APPLICABLE DOCUMENTS/ STANDARDS AND AS DIRECTED.

- ❖ Employee data management: Maintaining Completion form, Current Employee Records, Data of EL/CL and C-Offs, Bonuses & Increments, Terminations, Resignations.
- ❖ To Perform Monthly HR Compliance & Internal HR Audits PAN India.
- ❖ To Oversee proper maintenance of Attendance Sheet of all locations
- ❖ To Perform and Maintain records of all LWF, ESIC & PF Calculations.
- ❖ To Handle all Exit Formalities i.e. Full and Final Settlement, Experience Letter, Relieving Letter, Transfer Letter etc.
- ❖ Vendor management : To Check, Process & maintain record of Electricity bills, Utility bills, Office rent, Bills & invoices of landlines, Lease Line Bill Payment, Mobile phones, Bills, and Other Bill Payments.
- ❖ Managing Legal Formalities : Co-ordination with various external agencies, Legal departments , insurance, at all locations, Property tax, Office maintenance payment, Legal expenses , Renewal & Payments of policy's, Bike & Van Insurance, Office Insurance, Software License.

HR And Administration Executive | Ganit Star Engineering, Indore (M.P.)

APR 2016 – APR 2018

JOB SUMMARY : TO PLAY A KEY ROLE IN THE SUCCESS OF THE ORGANIZATION BY OFFERING GUIDANCE ON RECRUITMENT, TERMINATIONS, PERFORMANCE MANAGEMENT, EMPLOYEE RELATIONS AND HR BEST PRACTICES WHILE FACILITATING A POSITIVE RELATIONSHIP BETWEEN PERSONNEL AND SENIOR MANAGEMENT.

- ❖ To manage all daily tasks and duties related to the process with strict compliance to guidelines.
- ❖ To help in creating customer surveys, segmentation & getting feedback to improve our processes, products and customer experience.
- ❖ To perform screening of potential candidates, short listing & lining up interviews, and perform regular follow ups.
- ❖ To Organize and maintain personnel records, & Update internal databases.
- ❖ To Revise company policies as per current guidelines.
- ❖ To Create regular reports and presentations on HR metrics.
- ❖ To Assist & Answer employees queries about HR-related issues.
- ❖ To Assist in maintaining payroll information, maintain leaves of absence, sick days and work schedules.
- ❖ To Arrange travel accommodations and process expense forms
- ❖ To Perform Registration of PF and ESIC no. for new employee, Updating KYC of new employee on PF and ESIC portal.
- ❖ To perform Processing and Submission of PF forms & Maintenance of Biometric attendance.



SOFTWARE KNOWLEDGE

- ❖ SAP HCM.
- ❖ Payroll : Perk Software.
- ❖ Attendance : Smart Engine, Savior, Biometric attendance systems.
- ❖ Tally ERP 9.0
- ❖ Microsoft Office (Word, Excel, PowerPoint, Outlook)



CERTIFICATIONS

Certified in SAP HR (S/4 HANA) Course from Henry Harvin Education (ISO 29990:2010 Certified) with skill sets in :

- ❖ **Organization Management** : Object Types and Object Relationships, Plan Version and Object ID Series & Methods of Creating Organization Structure.
- ❖ **Personnel Administration** : Enterprise Structure, Personnel Structure, Features, User Parameters, Customization of Infogroup Menu, HR Master Data Infotype Maintenance & Customization of Actions. Time Management, Public Holidays,

Holiday Calendar and Factory Calendar, Generating Work Schedule, Day Types and Public Holiday Class.

- ❖ **Payroll** : Payroll Organization, Pay Scale Structure, Creating Wage Type, Wage Type Characteristics & Payroll Process Cycle.

Completed 2 Month MBA Internship at Volvo Eicher Commercial Vehicle Ltd., Pithampur (M.P.) and submitted project report on Absenteeism, Leave Management, and Recruitment & Selection.



PERSONAL ABILITIES

- Good Communicator & Quick Learner.
- Able to Work Independently & With Team.
- Able to work under timelines.
- Hardworking, Goal-oriented, Adaptive, Sincere and Supportive.



PERSONAL DETAILS

- **Name** : Mrs. Vinita Girrey.
- **C/O** : Mr. Harshdeep Garewal.
- **DOB** : 29/03/1993.
- **Marital Status** : Married.
- **Languages Known** : English & Hindi.
- **Hobbies** : Listening Music, Watching Movies.

Declaration: I hereby declare that the above mentioned information is true to my information and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Navi Mumbai

Date :

Vinita Girrey
MBA (HR & FINANCE)