**POOJA KAUSHIK**

Pooja kaushik email:poojakaushik94@yahoo.com

D/o Sh. shyam Sunder Phone: 9718486835

Flat No.-7, GH-1

Sanskriti Apartment

Sec-28, Rohini-85.

Qualification-MBA-HR (2008)

Total Exp:-7year

Major Strength-: NABH, Esi And Pf Return, Salary calculation, Manage attendance system, ERP-PROZEN,

PAYROLL, Recruitment,joining,induction, performance appraisal etc.

## onal:

# OBJECTIVES

* To accept challenges and make their working possible to the best of my capabilities.
* To groom myself to fulfill all the expectations of the required post.
* To link up with the aspiration and goals of the entity one is working for.

**EXPERIENCE**

**Bhagwati Hospital as a Manager HR - 7th Nov 2011 to till date**

**Work independently in HR for NABH**

* **Human Resource Planning**
* **Induction and Orientation**
* **Training and development of staff**
* **Performance Appraisal of Staff**
* **Personal File Management**
* **Grievance handling**
* **Credential and privilege**
* **Attendance Management & Salary Making**
* **Roster Making**
* **Joining Formalities**
* **Full and Final Settlements.**

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| --- | --- |
| Wings Pharmaceuticals Pvt. Ltd. as a HR Executive | 3rd Oct, 2008-30th Oct 2011 |

WINGS group of companies is a 20 years old group with constituent companies like WINGS OTC-PHARMA, WINGS AYURVEDICS, WINGS HERBALS & WINGS BIOTECH. The turnover of WINGS GROUP is Rs 100 crore plus.

Job Responsibilities:

Time keeping

* Handling Time Attendance and Payroll Software.
* Maintain daily attendance Form 12 (Manually )
* Preparing Muster Roll of Employees on daily basis.
* Preparing Late Coming report and Over staying report.
* Preparing Full & Final Settlement.

Leave Administration

* Maintain Leave Register.
* Compute Leave of employees.
* Monthly updating of the Leave records of all the Employees on the Biometric System. & following up for the Leave applications with the Employees.

Salary Processing

* Taking care of complete staff Data Base.
* Preparation Salary & O .T.
* Preparation Bank Transfer, Cash and Cheque payment salary report.
* Distribution of salary and over time payment in cash.
* Prepare Bonus payment (Monthly & Yearly).
* Maintain P.F & ESI register
* Compute P.F & ESI contributions.
* Prepare P.F Challan (Details of Contributions).
* Prepare ESI Monthly Challan.
* Prepare P.F Monthly Returns (Form 5, Form 10 & Form 12A).
* Prepare P.F. Yearly Returns (Form 3A & Form 6A).
* Prepare ESI Half Yearly Returns (Form 5 & Form 6).
* Salary Reconcile.

Staffing the organization:

* To Prepare Job Descriptions along with the Departmental Heads
* Identification of the candidates through –Internal Database Search, via reference, Job Portals, Advertisements in Electronic & Print Media. Coordinating with clients & peer consultants for resource acquisition
* Short listing of deserving Profiles as per the requirement and line them up for the interview.
* Taking Telephonic or Preliminary Interviews to check their competencies and skills.
* Participate in Interview Process by taking 1st Round of Interview and forward them for Final Rounds after coordination with the concern departments
* Coordinating with Training department for induction programme
* Clarifying employees queries about HR Policies
* Determine long-term human resource needs.   
  To Prepare Job Descriptions along with the Departmental Heads
* Reference Check of Short listed Candidates
* Post -selection activities such as generation of (offer letter and Filling of Blank Application Forms) for selected candidates
* Maintenance and Monitoring of Time keeping, Attendance, over time, late coming, Absenteeism report and leave posting on daily basis.
* Maintenance leaves record (casual leave, sick leave, Privilege leave) as per Government Rules.
* Liaison with ESIC Department. Responsible for filling of ESIC Challan, declaration forms, registration formalities, forms upload in the net and taken TIC print out thought internet with and deposit at local office with form 3.

Joining Formalities:

* Conducting training & Induction
* Leaves calculations and on the basis of that preparing the salary of the month.
* Maintaining the Various Reports and Data
* Maintaining personnel files of employees, updation and closure of files
* To introduce new employee with the concern Department after induction.
* Account opening.
* Finger registration for attendance.
* Give appointment letter.

Employee Relations:

* Communication channel between the management and the employees.
* Handling all employees’ issues on day to day basis.
* Policy Implementation and revamping when required.
* Providing employees with various Official Forms Like Leave Form, Non- Punching Form
* Making the new employee adaptable to the environment and existing Employees
* Creating and maintaining healthy atmosphere in office.
* Help in sorting out misunderstanding between employees & employer, Employee-Employee, if any.

Additional Responsibilities:

* Exit Interview: Conduct one-to-one discussions with the separated employee to find the issues, which would lead to separation.
* Participate in Grievance handling: Conduct one-to-one discussions with the Grievient to find the issues and report to the superior for appropriate plan of action.

# SUMMER TRAINING:

* The project “Hindi Hindustan” as Management interface training programme for the period of 1 month (form 6th Apr ’07 to 7th May ’07) under the “HT Media Limited”.
* Work as a Management Trainee in Cobra Group of Ltd. For one month.
* Work as a team leader in reliance communication for two month.

ACADEMIC ACTIVITIES

* Industrial visit in Parle-G- Bahadurgarh.

# EDUCATIONAL QUALIFICATION:

* Passed Class ten from C.B.S.E. Board, Delhi in 2001 with first division.
* Passed Class twelve from C.B.S.E. Board, Delhi in 2003 with first division.
* Passed graduation in from Delhi University in 2006 with seconed division.

PROFESSIONAL QUALIFICATION:

* Passed M.B.A from Sikkim Manipal University, specialisation in Human Resource in 2008 with first division.
* Pursuing L.L.B

ADDITIONAL QUALIFICATION:

* Diploma in Computer Application & Desktop Publishing form “Flair Computer Point”.
* Knowledge of typing and shorthand.

EXTRA CURRICULUM ACTIVITIES:

* N.C.C.
* Essay writing competition
* Tracking
* Debate competition

APPRAISAL:

* Hard working, honest ,positive attitude, optimistic, confident & punctual.
* Commitment to task, team work and determination.
* Ability to adapt to new environment.
* Interest in learning new things.

# PERSONAL DETAILS:

Father’s Name : Sh. Shyam Sunder

Date of Birth : 9th Nov, 1985

Language Known : Hindi, English

Sex : Female

Nationality : Indian

Hobbies : Listening good music, Talking, Reading Books

Expected Salary : Negotiable

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LANGUAGES KNOWN:

* English
* Hindi

# REFERENCES:

Available on Request.

DECLARATION

* I hereby declare that the information furnished above is true to the best of my knowledge and belief.

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D/o Sh. shyam Sunder Phone:08447290900,09555779213

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