

Neha Grover

Manager Payroll- HR

SUMMARY

As an HR professional, I aim to provide client focused HR advice to managers and employees and deliver on the operational and strategic outcomes of the business. I have experience in a range of HR functions including; salary processing, leave management, recruitment, employment relations, performance management. I thrive in a fast-paced organisation where I can add value and produce work to the highest quality. My strongest assets are my solid interpersonal skills and emotional intelligence, organisational skills and adaptability.

AREAS OF STRENGTH

Handling Payroll using SPINE payroll system:

Processing the salary of more than 1000 employees per month , handling their TDS, loan, hostel expenses, over time payment, salary advance , account opening, LIC, PT, final settlement, gratuity, miscellaneous deduction, call money form no.16, variable D.A. etc.

Ex-gratia, D.A., CL encashment are different key roles taken care along with the major role of data handling and salary processing.

Leave management in colaboration with Eviska biometric punching system:

Taking care of leaves like Casual leaves, Sick Leaves, Paid Leaves ,Comp. Offs, Loss of Pay, Official Leaves which should be entered and recorded in the leave card and duty list simultaneously.

General HR Management:

Responsible for providing effective advisory services across all HR functions including Performance Management, Recruitment, Workplace Health & Safety, Employee Relations, Filing of returns to Labour Office i.e. Form XXI, Form 11 and Form A, Remunerations and Benefits and Training and Development to people leaders to support and enable them to constructively manage workforce and employment issues.

Recruitment

Responsible for providing effective advisory services across the recruitment functions which includes understanding stakeholder requirement, taking job specs, Advertising, Sourcing (Social Media) & Selection, Checks and references & offer negotiations to support and enable stakeholders to constructively manage their workforce and employment issues.

Communication

Strong written and oral communication skills with extensive experience in presenting information, ideas and opportunities that is accurate, concise, timely and consistent with business direction.

Deliver Results

Proven ability to successfully deliver and implement 'fit for purpose' organisational design solutions, within timeframes, budget and to a high standard supporting overall business objectives and strategy.



ACHIEVEMENTS

- Taken care of salary processing and data handling of almost 1000 employees without any hassle.
- Sorted, organised & streamlined doctors records.
- Updated the Spine Payroll system and aligned it with the Eviska Biometric punching system.
- Leave management was collaborated with duty list and punching system.
- Full and Final settlement of retired and resigned employees with their salary of the last month.
- Taken care of major assignments, performance evaluation and other HR roles.
- Coordination with accounts for salary work , TDS, income tax, provident fund and auditing inspection.
- Gratuity Actuarial Valuation annually.

TOTAL TWENTY ONE YEARS OF JOB EXPERIENCE:

WORK EXPERIENCE

June 2013 – Till Date

Holy Spirit Hospital as “Manager Payroll- HR”

From past eight years, responsibly handling and managing recruitment, personnel, performance management, appraisals, payroll and administration of more than 1000 employees which includes contract staff, outsourced and permanent staff. Salary of doctors and resident doctors along with their leave management.

Responsible for providing consultancy and advisory service to people leaders to support and enable them to constructively manage workforce and employment issues and deliver the hospitals employment value and goals. Support the development and delivery of key divisional initiatives through the effective balance of best practice and organisational design and initiatives.

Responsibilities includes:

General HR & Performance Management

- Keep up to date with all Industrial & Employment Legislations.
- Ensure all HR process and documents were in line with the legislations.
- Provide support to Managers on a range of HR matters including;
 - Recruitment and selection,
 - Attendance & Payroll data Management
 - Probation,
 - Confirmation
 - Performance management and
 - Procedure for resignation / retirement.
 - Full and Final settlement
- Proactive in the resolution of employee relations matters.
- Support & implement HR policies & procedures.
- Maintain up to date employee records and database.
- Co-ordinate and Facilitate training and information workshops
- Identified key HR initiatives that supported the team objectives
- Built strong relationships in management teams and consulting leaders
- Generated weekly and monthly reports for the HR department
- Updating contract register & renewing of appointment letters.
- Prepare appointment / contract / confirmation letters of the staff.
- Preparing experience certificates, intimation letters, warning letters, charge sheets or dismissal letters etc. as required.
- Preparing all correspondence of all employees and other agencies.
- Evaluation of employees on contract & probation by end of their contract/probation period.
- Filing returns to Labour Office i.e. Form XXI, Form 11 and Form A.

Recruitment

- Assist the Director - HRD in Recruitment, and Appointments of staff by:
- Writing and developing position descriptions.
- Utilising a broad range of direct and indirect sourcing channels to attract talent.
- Proactive sourcing such as professional networking and targeted attraction of talent.
- Review and shortlist suitable applicants.
- Be the first point of contact for applicants and respond to their queries.
- Resume and Telephone screening applicants.
- Reference check and pre-employment check.
- Offer negotiation and Closing.

SKILLS

- Talent acquisition
- Sourcing & Selection
- End to End recruitment
- Interviewing Skills
- Talent engagement
- Performance management
- Appraisals & Promotions
- Employee exits
- Employee relations
- Develop career framework
- Reward & Recognition program
- Managing Pay review
- Analyse & interpret Data
- Benefit design
- Job evaluation
- Policy design

STRENGTHS

- Team Work
- Excellent Communication
- Interpersonal Skills
- Accountability
- Deliver Results
- Work Collaboratively
- Ability to Multi Task
- Planning & Organising
- Attention to details
- Focused
- Resilience
- Analytical

Languages known:

English

Hindi

Marital Status:

Married

Onboarding

- Organize new staff orientation programme in the hospital
- Conduct general orientation as required 3-4 times a year or once in two months
- Preparing and issuing of Identity cards.
- Organizing & conducting training programs for the staff.
- Vision, Mission and Motto of the organisation

Administraion:

- Assist the Director-HRD in all her day today work
- Renew meal coupons to the residential staff and others.
- Maintain accurately advance deposits receipts of staffs and doctors.
- Entry and processing of Biometric finger scan and maintain the attendance system systematically.
- Room booking of Jyoti Bhavan & coordination of maintenance of the rooms.
- Ensuring that each file consists of the following documents & information:
 - Birth Certificate,
 - Bio-data / Curriculum Vitae,
 - PAN card and Aadhar Card copy
 - School Leaving Certificate,
 - Educational and additional qualification records
 - Application letter,
 - Any other experience Certificate of previous job place.
- Follow the regulations of NABH such as Annual Medical check up & Quality Check

Records & Database Management

- Providing deletion & addition information to the EDP In charge to update the medical facility.
- Collect all the application forms for future requirements & references.
- Verification and counter check the certificates of the selected candidates.
- Preparing the Personal file of each employee.

Miscellenous Work

- Managing staffs leave cards.
- Updating records in the personal files
- Managing duty list on weekly basis
- Managing punching and taking backup on daily basis
- Guide and help the employees to sort their queries
- Keeping updated salary registers, PT challan, PF challan, salary summary on monthly basis
- LIC, bank loan, apprenticeship, maintaining attendance resgister for interns and observers
- Updation of spine and eviska system time to time

Oct. 2008 – May 2013

Teaching secondary section students from home as my child was small.

June 2006 - April 2008

Teaching as “Assistant Teacher” in secondary section of St. Dominic Savio High School, Andheri East , Mumbai.

- Taught Science and Environmental Science to the secondary section
- Deliver information required to resolve queries of students

Jan 2006 - Dec 2007

Worked in Chemical Information Division of Sandarbha Scinfotech Pvt. Ltd., SEEPZ, Andheri East, Mumbai.

- Creating keywords from journal articles in Environmental Science.
- Processing of data from journal articles in Environmental Science.
- Identify service improvement initiatives
- Ensure customer satisfaction
- Coordination of technical support and service delivery
- Actively participate in training to ensure new systems are supported effectively

Apr 2001 - May 2004

Teaching as “ Assistant Teacher” in secondary section of C.B.S.E. affiliated school in Hardwar, Uttarakhand,India.

- Taught Science and Computer Science to the secondary section
- Deliver information required to resolve queries of students
- Worked as co-ordinator in secondary section and handling major responsibilities.

Oct 2000 – Sept. 2002

Teaching Computers in Institute of Computer studies, Hardwar, Uttarakhand.

- Taught Computers, MS Office, MS Word, MS excel, MS powerpoint, Internet, Web designing, Foxpro, MS access, Programming in Pascal, C, C++ to the secondary section
- Deliver information required to resolve queries of students

EDUCATION

2013 – 2016

Masters in Human Resources (73.3%-First Class)

Mahatma Gandhi University– Meghalaya –India

2004 – 2005

Bachelor of Education (71.2%-First Class)

Kurukshetra University – Haryana –India

2002 – 2003 **Post Graduate Diploma In Computer Applications(60%-First Class)**

Kurukshetra University – Haryana –India

1998 – 2000

Masters in Environment Sciences(70.2%-First Class)

Gurukul Kangri University, Hardwar, Uttarakhand –India

1995 – 1998

Bachelor of Science(56.2%-Second Class)

Kurukshetra University – Haryana –India

1994 – 1995

Higher Secondary Education(C.B.S.E.- 62.2%-First Class)

Kendriya Vidhyalaya – Hardwar, Uttarakhand –India

1992 – 1993

Secondary School Certificate (C.B.S.E.-58%-Second Class)

Kendriya Vidhyalaya – Hardwar, Uttarakhand –India

Excelled in Co-curricular Activities

Games-Sports-Dance-Drama-Poetry-Science Quiz-Monoacting

Main Achievement:

Rastrapati Guide award

Given By Ex-president **Dr. Shankar Dayal Sharma** in the year 1994.