

Swati Yadav

A&R O2o Commerce Private Limited

47, 13th Cross Rd,

Lakkasandra Extension,

Wilson Garden,

Bengaluru, Karnataka 560027

Mo: 9350815152

DOB: 12 DEC 1995

Educational Qualification

- Bcom, MBA, (All Regular Full Time Degrees)

WORK EXPERIENCE: 6+ yrs. (HUMAN RESOURCE ADMIN- REMOTE)

Presently working with A&R O2o Commerce Private Limited

47, 13th Cross Rd, Lakkasandra Extension, Wilson Garden, Bengaluru, Karnataka 560027

KEY Responsibilities:

Responsible for the entire Human Resource Function of the company. A&R O2o Commerce Private Limited Bikenbiker (BnB) is the brain child of four passionate riders who wake up every morning with the desire to make shopping for biking needs less frustrating for our fellow riders.

Manpower planning

- Internal manpower data, (Transfer, promotion, external, internal recruitment etc.)
- Feedback reports etc.

Training & Development

- Training needs identification through the process of performance appraisal, Promotion, Increments, etc.
- Powerpoint presentation.
- Designing and Formulating career path of the employees.
- Feedback regarding quality contests of training programmers.
- Benchmarking.
- Organization chart/structure.

Performance Management System:

1. Worked in tandem with consultants to design the PMS of the organization.
2. Initiate the process semiannually Supervise in neutralization of grades, internally with each department as well across the organization.

3. Implemented and handled the complete performance management system process analysis of performance Management Forms for Assessment Goal Setting.

Compensation Management

- Salary Comparison with other organizations in the industry & preparing salary.
- Defining performance incentives metrics salary Structuring based on industry standard and prevalent job market situation in India.
- Formulating the payroll process and conducting employee satisfaction surveys.
- Make recommendation for increments for all employees based on grade of Performance Evaluation as well as market trend Exit Interviews.
- Planning resources for new processes for projects.
- Anticipating attrition and planning resources for the same.
- Balance score card

HR report

- Investigation Manpower report.
- Leave the process system.
- Report of on roll & off roll employees.
- Interacting with the organization manager to implement a sound information network in the organization.
- Fitness Certificate of Employees
- Counseling employees.
- Grievance's handling.
- Legal Matters.
- Competency mapping.

HR Policies and Strategies

- 1) Bonus settlement & other services conditions.
- 2) Code of disciplinary action & related matters.
- 3) Designing & implementing HR policies.
- 4) Preparing job responsibilities of employees,
- 5) HRD policies supervising MIS-HR (Including HR budgets)
- 6) Design and implementation of Induction Program
- 7) Motivation of the employees
- 8) Maintain of Personnel Files
- 9) Appointment letters
- 10) New Joining Formalities

Recruitments:

1. Search candidate from various job sites, Consultants, campus, advertisements, internal recruitment & database
2. Match resume as per requirement
3. Building up internal database
4. Driving campus recruitments
5. Recruitment within time
6. Good leading efforts to improve hiring number of employees while maintain quality of employees, negotiate offers by partnering with hiring managers, Recruitments In junior management/ middle/ senior)
7. Sourcing & Mass Recruitment for various levels.
8. Talent acquisition

Others

- Control all office administration procedure, review, evaluate and implement new procedure
- Established New work priorities, delegate work to office support staff, and ensure that the deadlines are met, and procedures are followed
- Assemble data and prepare periodic reports and correspondence with regards to human resources and administration independently.
- Qualified internal auditor (ISO qualified certificate)
- Control the Monthly Audit procedure for incentives, performance evaluation, and office administrative procedures
- Dealing & Liaoning with Govt authorities.
- Research in personal problems of staff & workers,
- Legal advice
- Promotion labor turnover. Legal Agreement,

Achievement:

1. Successful Implementation of the complete HR system in the Organization.
2. Performance Appraisal- Quarterly appraisal for Trainees and probation for yearly for regular employees
3. Job Analysis- Prepared Operational Manual for various Departments.
4. Recruitments- Procedure for recruitment including various tests.
5. Crafted and implemented all the company policies single handedly
6. Set up resources for the Noida branch single handedly.
7. Implemented all the existent policies successfully in the new branch office.
8. Identified gaps in recruitment process and came up an idea to get into Campus recruitment
9. JD's (Job responsibilities) for different departments.

Secondary Responsibilities: -

Dealing with labor contractor, Securities, house keepings, company cross cutting factors, Promotion of labor turnover, Canteen, Library, Traveling, arrangements. Accommodation arrangement for employees, Vehicle movements, Traveling booking, visa, Electrical monitoring, DG monitoring arranging meeting & seminars

Worked with A&R O2O, has been established with a view to put into action "MAKE IN INDIA" policy of the Government of India. Swati Yadav specializes in R&D, manufacture, assembly, testing, qualification, integration & installation of Defence Electronics, Avionics & Space Satellites systems as Executive HRD & Admin

Key Responsibilities: -

Recruitments selection, Training, Arranging meeting & seminars conference, Maintenance of personnel files, Training, PF, ESIC, Making powerpoint presentation for trainings, Internal audit, vehicles movements, HR reports (Manpower report, overtime & late coming report Absenteeism, Report of on roll & off roll employees etc....) Dealing & licensing with Govt authorities, Dealing with industrial development authorities, Induction programmer, Time Management, monitoring HR policies, Manpower Planning, pollution control board, labor dept, Performing HR Generalist role, Recruitments, Selections, Manpower planning, Training, Induction programs, Development, Arranging Seminars meeting, Performance appraisal, motivation of employees, Implementation of personnel policies, internal system audit and training session, employee relations (including retention and Grievance), Grievance handling, disciplinary action, liaisons with Govt Authorities , PF, ESIC, Pollution control board, implementing sound industrial relation, Implement sound information method in the organization, staff welfare activities.

Secondary Responsibilities: -

Cost cutting factors, Housekeeping, Securities, contractors, overall bill checking in administration, time management Time office, stationary, hotel booking, flight booking, Traveling, Dealing with labor contractor, Cvs of employees leave record, incoming couriers/ mails & outgoing maintenance, canteen, Library.

EDUCATION QUALIFICATIONS:**(Full time degrees)**

M.B.A. (Specialization in Human resources and management): Delhi

University 1st Div.:Guru Gobind Singh Indraprastha University(DU)

Bcom: Delhi University: Motilal Nehru College

HSC: CBSE Board:Kendriya vidyalaya AFS no 1 Jamnagar

SSC: CBSE board:Kendriya vidyalaya AFS no 1 Jamnagar

OTHER QUALIFICATIONS:

- a) Diploma in MS office (Ms word, EXCEL, Windows 98 etc.)
- b) Article ship under Senior Advocate for 8 Months.
- c) Passed English typing (30 WPM)

PRIZES/SELECTION:

- Represented Delhi University at the Marathon (cross country): won 3rd prize.
- Won awards in athletics at school and college level.
- Represented College in Handball.
- Represented Junior College (commerce wing) in Football: 1st prize.
- Possess NCC 'B' grade certificate.

STRENGTHS:

- ★ Warm and Friendly personality.
- ★ Capability to work efficiently under stress.
- ★ Job performance with enthusiasm and keen interest
- ★ Knack of persuasion to get things done.
- ★ Physically sound agile and mentally alert.

Swati Yadav
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